Using
ADOBE® CAPTIVATE® 5.0 & 5.5

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Chapter 1: Getting Started

Before you begin working with your software, take a few moments to read an overview of activation and the many resources available to you. You have access to instructional videos, plug-ins, templates, user communities, seminars, tutorials, RSS feeds, and much more.

Activation and registration

To review complete system requirements and recommendations for your Adobe® Captivate® software, see the ReadMe file on the installation disc.

Install the software

1 Close any other Adobe applications open on your computer.

2 Insert the installation disc into your hard drive, and follow the onscreen instructions.

Note: *For more information, see the ReadMe file on the installation disc.*

Help with installation

For help with installation issues, see the Support Center at www.adobe.com/go/learn_cp_install_en.

License activation

During the installation process, your Adobe software contacts an Adobe server to complete the license activation process. No personal data is transmitted. For more information on product activation, visit the Adobe website at www.adobe.com/go/learn_cp_activation_en.

A single-user retail license activation supports two computers. For example, you can install the product on a desktop computer at work and on a laptop computer at home. If you want to install the software on a third computer, first deactivate it on one of the other two computers. Choose Help > Deactivate.

Register

Register your product to receive complimentary installation support, notifications of updates, and other services.

- To register, follow the onscreen instructions in the Registration dialog box, which appears after you install the software.

If you postpone registration, you can register at any time by choosing Help > Registration.

ReadMe

A ReadMe file for your software is available online and on the installation disc. Open the file to read important information about topics such as the following:

- System requirements
- Installation (including removing the software)

- Activation and registration
- Troubleshooting
- Customer support

Help and support

Get started with Adobe Captivate using the free online tutorials at www.adobe.com/go/learn_tutorials_en.

Access more advanced help content for Adobe Captivate using Adobe Community Help client (CHC), an AIR application. To launch the client, open Adobe Captivate and press F1.

For more information on community help, see "Community Help" on page 2.

Some of the key features of the Community Help client are:

- Up-to-date definitive reference content online and offline (local help). An offline copy of the help package is downloaded automatically onto your machine when you launch the client for the first time.
- Relevant content contributed by experts from the Adobe community
- Ability to comment on, rate, and contribute to content in the Adobe community
- Dynamic navigation based on search results to find related content
- Content updates and feature enhancements without reinstalling the AIR application

For a more detailed information on how to use the search features and set up preferences in the Community Help client, see www.adobe.com/go/learn_cp_chcblog_en.

Community Help

Community Help is an integrated environment that gives you access to help content of Adobe Captivate and community-generated content moderated by Adobe and industry experts. Search Community Help to find the best content on the web about Adobe products and technologies, including these resources:

- Videos, tutorials, tips and techniques, blogs, articles, and examples for designers and developers.
- Complete online Help, which is updated regularly and is more complete than the Help delivered with your product. If you are connected to the Internet when you access Help, you automatically see the latest online Help rather than the set delivered with your product.
- All other content on Adobe.com, including knowledgebase articles, downloads and updates, Adobe Developer Connection, and more.

For more information on community help, see www.adobe.com/go/learn_community_help_en.

Access Adobe Resources (5.5)

The Access Adobe Resources dialog box provides updates and announcements on Adobe Captivate, such as:

- Availability of patches
- Upcoming events, webinars, and trainings
- Blog entries
- Customer roadshows

- Conferences
- Upgrade information
- Tutorials

The dialog box also contains links to Adobe technical support, Facebook, Twitter, Adobe Captivate forums, and blogs. You can post your queries on any of these websites and get answers from the Adobe Captivate community and Adobe technical team.

Each time a new announcement is made from Adobe, the Access Adobe Resources dialog box automatically appears on your Adobe Captivate screen. If you prefer to manually open the dialog box when necessary, clear the Enable Access Adobe Resources check box in the preferences. To access the preferences, click the Preferences icon in the Access Adobe Resources dialog box.

To manually open the Access Adobe Resources dialog box, click Help > Access Adobe Resources, or click the icon in the Application bar. Each time a new update is posted by Adobe, the number adjacent to the Access Adobe Resources icon in the Application bar is incremented.

You can perform the following actions in the Access Adobe Resources dialog box:

- To filter the list based on updates related to blogs, marketing, engineering, or issues, click the filter icon, and choose an option.
- To filter the list based on the time when the updates were posted, click the time icon, and choose an option.
- To post a query on the Adobe Captivate forum, click the forum icon.
- To read the latest blogs from Adobe, click the blog icon.

Data on which link you clicked in the Access Adobe Resources dialog box is sent to Adobe for research purposes. If you do not want this data to be sent to Adobe, disable the option in the preferences. To do so, click the Preferences icon in the Access Adobe Resources dialog box, and clear the Send Usage Data check box.

Other resources

Online Help also includes a link to the complete, updated PDF version of Help.

Visit the Adobe Support website at www.adobe.com/go/learn_cp_support_en to learn about free and paid technical support options.

Services, downloads, and extras

You can enhance your product by integrating various services, plug-ins, and extensions in your product. You can also download samples and other assets to help you get your work done.

Adobe Exchange

Visit the Adobe Exchange at www.adobe.com/go/learn_cp_exchange_en to download samples as well as plug-ins and extensions from Adobe and third-party developers. The plug-ins and extensions can help you automate tasks, customize workflows, create specialized professional effects, and more.

Adobe downloads

Visit www.adobe.com/go/learn_cp_downloads_en to find free updates, trials, and other useful software.

Adobe Labs

Adobe Labs at www.adobe.com/go/learn_cp_labs_en gives you the opportunity to experience and evaluate new and emerging technologies and products from Adobe. At Adobe Labs, you have access to resources such as these:

- Prerelease software and technologies
- Code samples and best practices to accelerate your learning
- Early versions of product and technical documentation
- Forums, wiki-based content, and other collaborative resources to help you interact with like-minded users

Adobe Labs fosters a collaborative software development process. In this environment, customers quickly become productive with new products and technologies. Adobe Labs is also a forum for early feedback. The Adobe development teams use this feedback to create software that meets the needs and expectations of the community.

Adobe TV

Visit Adobe TV at http://tv.adobe.com to view instructional and inspirational videos.

What's new in Adobe Captivate 5.0

Adobe Captivate 5 software offers new features for rapidly authoring, enriching, publishing, and maintaining complex interactive e-learning content-without programming.

Adobe Captivate for Mac

Adobe Captivate 5 is available on Mac OS. Both Adobe Captivate on Mac and Adobe Captivate on Windows have identical features and homogeneous user interface.

For Mac specific details and system requirements, see the product website www.adobe.com/go/learn_cp_macsysreqs_en.

Optimized user interface

Improve the overall authoring experience with Property inspector that provides an in-context list of attributes when objects are selected. Work simultaneously on multiple projects using the multiple-document interface. Personalize workspaces and switch between them as and when needed. Benefit from a user interface that is consistent with popular Adobe® applications such as Adobe® Flash®, Photoshop®, and Dreamweaver®.

Object Styles

Quickly obtain a uniform and consistent formatting for objects by defining styles and applying them. Reuse the styles across multiple Adobe Captivate projects without having to recreate them.

Master Slides

Use Master Slides to easily create and maintain well formatted and consistent-looking content that meets corporate guidelines. Make project-wide formatting changes conveniently and consistently.

Rich animation effects

Create rich object animations within Adobe Captivate 5, by combining predefined effects such as straight-line motion, rotation, and glow. For added impact, seamlessly import custom animation effects from Adobe Flash® Professional.

Multi-video support and synchronization

Include videos in your content without having to use another application. Import videos in a wide variety of popular formats (AVI, MOV, FLV, MPEG) and synchronize video with a project, slide, or a set of slides.

In-context learner collaboration using Twitter

Use the Twitter widget to create courses that let learners collaborate with each other as well as with the author using their Twitter account. The learners can ask questions, get answers, and access preexisting discussions.

Collaboration and review using Acrobat.com

Enable multiple authors to work simultaneously on a project by hosting and sharing projects on Acrobat.com. Also, host projects on Acrobat.com for shared reviews to enable authors obtain collective review comments from reviewers.

Tracking and reporting without an LMS

Meet basic evaluation needs at no extra cost by tracking and reporting key performance metrics, such as average score and pass or fail, without having to invest in a Learning Management System.

Expanded asset library

Get a larger set of prebuilt widgets, playbars, skins, stock animations, images, text captions, and buttons with superior aesthetics and usability.

Adobe Photoshop round-tripping

Instantly update Adobe Photoshop files imported in Adobe Captivate projects. Adobe Photoshop can be invoked from within Adobe Captivate. If source files are directly updated in Adobe Photoshop, synchronize the linked file in Adobe Captivate with its source using a single click.

Flash round-tripping

Instantly update Flash applications used in Adobe Captivate projects. Flash can be invoked from within Adobe Captivate. Synchronize the files in Adobe Captivate and Flash with a single click.

Record applications from Flash

Record applications from within Flash without having to switch to the Adobe Captivate interface.

Adobe Soundbooth round-tripping

Edit audio files in Adobe Captivate projects by invoking Adobe Soundbooth from within Adobe Captivate.

What's new in Adobe Captivate 5.5

Gradients, shadows, and rotation Make your slides and objects more attractive with color gradients. Select a preset shadow, or define one to add depth to objects. Use the rotate handle to easily turn and flip objects.

Attractive out-of-the-box quizzing Create eye-catching quizzes with new out-of the-box quiz templates and an attractive set of components. Work with an improved quiz review area that makes evaluation simpler and faster.

Publish to tablets, smartphones, and iOS devices Publish in the widely accepted MP4 format for high-quality video streaming, podcasts, and video tutorials that can play on Android TM based tablets, iOS, and smartphones.

Publish to YouTube with a single click Create a project using preset dimensions, and use the new direct workflow to publish it to YouTube with a single click.

Access all Adobe resources directly Reach out to Adobe support, access social media forums, and receive timely updates from the Adobe Captivate product team, all from within Adobe Captivate.

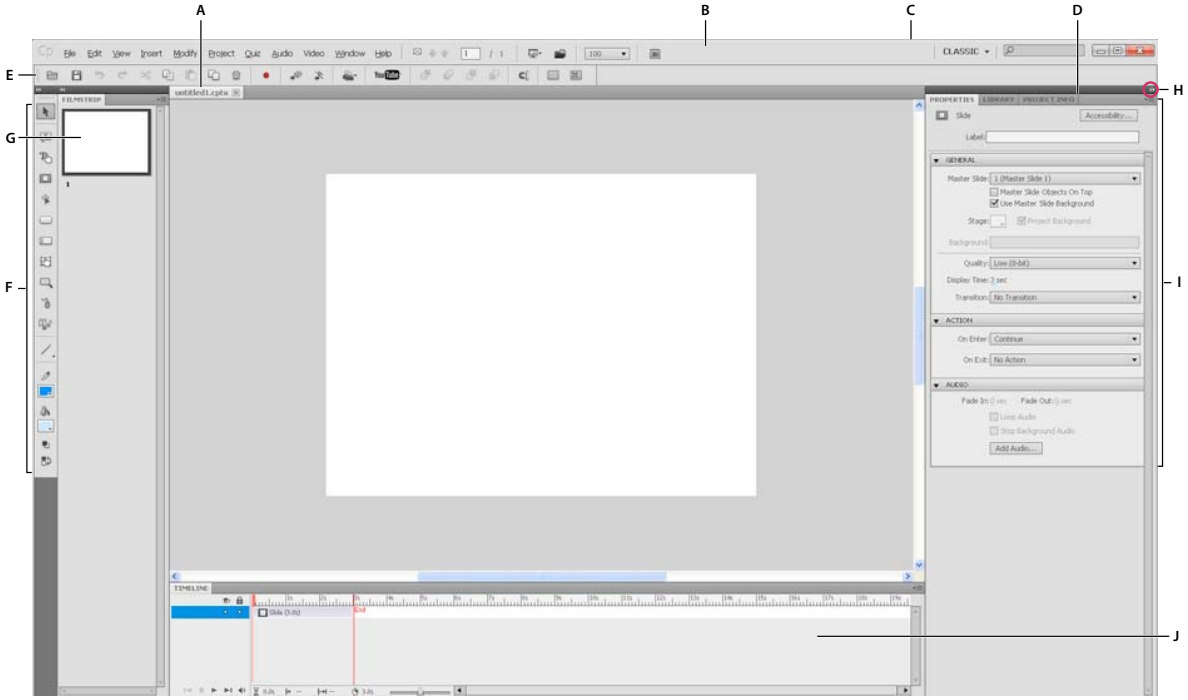
Adobe Audition round-tripping Export audio for an entire project from Adobe® Captivate® 5.5 to Adobe Audition® CS5.5 with one click. Work with it as a single file, synchronize across slides using slide markers. Bring it back to Adobe Captivate, maintaining slide association and improved audio quality.

Track PDF based eLearning content Create PDF-based eLearning content using Acrobat X Pro and publish it to leading Learning Management Systems. Track course metrics with ease and evaluate learner performance.

Chapter 2: Workspace

You create movies and projects in Adobe Captivate using various elements, such as, panels, bars, and windows. A specific arrangement of these elements is called a *Workspace*.

Adobe Captivate provides preset workspaces that help you get started quickly. You can also customize the workspace by arranging the elements in a way that suits your requirements.



***A.** Tabbed Document windows **B.** Application bar **C.** Workspace switcher **D.** Panel title bar **E.** Control panel **F.** Object toolbar **G.** Filmstrip **H.** Collapse To Icons button **I.** Panel groups in vertical dock **J.** Timeline*

- The Application bar across the top contains a workspace switcher, menus (Windows only), and other application controls.
- Object toolbar contains tools that help you draw, insert, and edit objects on slides.
- Filmstrip shows a preview of all the slides in the current open project.
- The Document window displays the file you are working on. Open documents are displayed in different tabs.
- Timeline displays the timeline of the current slide and its objects.
- The Properties panel displays the properties of the selected slide or object. This panel also allows you to specify other aspects of the selected slide or object, such as, display duration and transition effects.
- The Library panel lists all the resources used in the Adobe Captivate project.

Toolbars

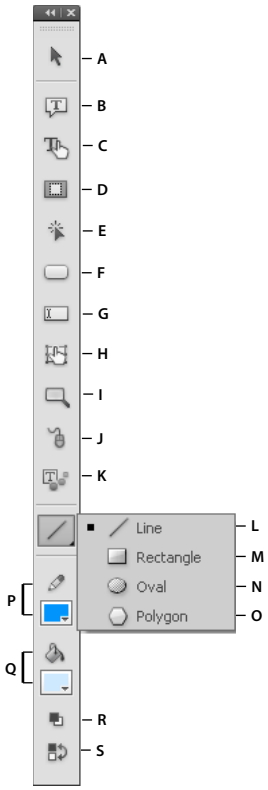
Toolbars provide you an easier access to the most commonly used menus. You can quickly complete a task or a procedure by clicking the buttons on the toolbar instead of navigating to the menu.

You can hide or show toolbars according to your requirements. To show or hide a toolbar, select Window and then select the name of the toolbar.

Main Options Shortcuts to frequently performed actions, such as, save, record, and preview.

Object Toolbar Shortcuts for adding Adobe Captivate objects, such as, text captions, buttons, and highlight boxes. Using this toolbar you can also draw objects, such as, lines and rectangles, and also set the stroke and fill colors.

The Line tool contains hidden tools. Click and hold the mouse on the tool to view the hidden tools.



***A.** Selection Tool **B.** Insert Text Caption **C.** Insert Rollover Caption **D.** Insert Highlight Box **E.** Insert Click Box **F.** Insert Button **G.** Insert Text Entry Box **H.** Insert Rollover Slidelet **I.** Insert Zoom Area **J.** Insert Mouse **K.** Insert Text Animation **L.** Line tool **M.** Rectangle tool **N.** Oval tool **O.** Polygon tool **P.** Set Stroke Color **Q.** Set Fill Color **R.** Set Stroke/Fill to Black/White **S.** Swap Fill/Stroke Colors*

Align Shortcuts for aligning different objects on a slide. For more information, see "Align objects" on page 67.

Rearranging the Object Toolbar

By default, the tools in the toolbar are arranged in a single column. Click the double arrow at the top of the toolbar to make it horizontal or to arrange the tools in two columns.

***Note:** To make the toolbar horizontal, ensure that the toolbar is free-floating and is not grouped with any other panel.*

To make the toolbar free-floating, drag it out of the panel group using the two horizontal dotted lines at the top of the bar.

Horizontal dotted lines

Panels

To show or hide panels, select Window and then select the name of the panel.

Filmstrip Displays a thumbnail view of the slides in the project in the order of their appearance. For more information, see "Filmstrip" on page 10.

Question Pool Displays a thumbnail view of the slides in question pools from where quiz questions are randomly picked at run-time. For more information, see "Random question slides" on page 186.

Master Slide Displays the slides that define background and common objects, such as logos, headers, and footers for other slides. For more information, see "Master slides" on page 40.

Timeline Displays the timeline of a slide and its objects. For more information, see "Timeline" on page 10.

Library Displays all the resources, such as, images and audio files that are currently available for a project. For more information, see "Adobe Captivate Library" on page 15.

Properties Displays the properties associated with the selected slide or object.

Quizzing Properties Displays the properties associated with quiz slides.

Slide Notes Displays notes that are added for a slide. For more information, see "Slide notes" on page 50.

Widget Displays widgets available in the widget gallery that you can add to a slide. For more information, see "Widgets" on page 127.

Comments Displays review comments provided by reviewers. For more information, see "View or sort comments in the Adobe Captivate project" on page 219.

Effects Displays the effects applied to the selected object on the slide. For more information, see "Object effects" on page 58.

Skin Editor Displays the options for the 'skin' of the project output. Using this panel, you can switch between the interfaces for playback control, table of contents, and borders, and edit their settings. For more information, see "Skins" on page 195.

Advanced Interaction Lists the names of all the interactive objects, widgets, questions, and hidden slides in the project. For more information, see "Edit object information using the Advanced Interaction panel" on page 70.

Branching View Displays the linkage between the slides in the project and lets you edit the way the slides and objects are linked. For more information on Branching View, see "Branching panel" on page 13.

Progress Indicator Indicates the progress of the conversion of non-flash video files into FLV/F4V format by Adobe Media Encoder (AME). For more information, see "Inserting non-Flash video file formats" on page 109.

Filmstrip

The Filmstrip displays all the slides in the project in the order in which they appear when published.

You can change the order of a slide by dragging it to a new location within the Filmstrip. To select multiple slides, hold down the Shift or Control key when clicking on slides; to select all slides, press Control+A.

To change the size of the thumbnails in the Filmstrip, right-click (Windows) or Control-click (Mac OS) on any slide, select Filmstrip, and then select Small, Medium, or Large.

If a slide has a label (short title) assigned, the label appears under the slide. It might be easier to move slides and jump to a specific slide if you have assigned labels instead of just using the slide number.

A: Slide Label

If the contents of a slide were recorded using Full Motion Recording (FMR), then a handycam icon appears in the lower right corner of the slide.

If a slide has an audio file associated with it, the audio icon appears in the lower-right corner of the slide. You can click the sound icon to show a menu with sound options such a Play, Import, and Edit.

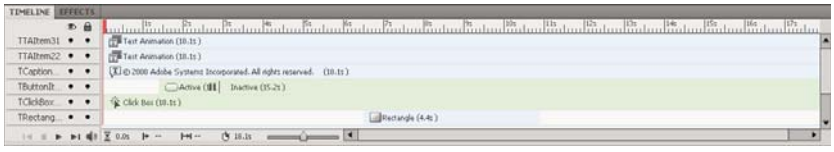
If a slide is locked, the lock icon appears in the lower-right corner of the slide. You can click the lock icon to unlock the slide.

If a slide contains mouse movement, the mouse icon appears in the lower-right corner of the slide.

Timeline

The Timeline is a visual representation of the timing of all objects on a slide. The Timeline provides an easy way to view, at a high level, all objects on a slide and their relationship to each other.

With the Timeline, you can organize objects and precisely control the timing of objects. For example, on a slide that contains a caption, an image, and a highlight box, you can display the caption, then the image 4 seconds later, and then the highlight box 2 seconds after that. The Timeline also shows any audio associated with the slide or with objects on the slide. You can easily coordinate the timing of audio with the slide using the Timeline.



Timeline

The Timeline header shows time, in seconds (1s for 1 second, 2s for 2 seconds, and so on), so you see exactly when objects appear.

The major components of the Timeline are objects, the header, and the playhead. The objects on a slide are displayed as stacked bars in the right pane of the Timeline. The header at the top of the Timeline indicates time in seconds (and parts of seconds). The playhead shows the point in time in which the slide is being viewed.

You can use the Timeline to hide or lock objects easily. This is useful when a slide contains many objects and you need to edit the objects separately.

Rest the mouse pointer over any bar in the Timeline and use the hint message that appears to view details about the timing of that object.

Show or hide the Timeline

Select Window > Timeline.

Rearrange the Timeline panel

By default, the Timeline panel is docked at the bottom of any slide in an Adobe Captivate project. You can move, resize, group, or dock the Timeline panel to suit your requirement.

Change the zoom level of the Timeline panel

Use the slider in the Timeline panel. The center of the slider indicates 100% zoom. To increase the zoom level, drag the slider to the right. To reduce the zoom level, drag the slider to the left.

Change the order of object layers

1. Move the mouse over the object in the Timeline panel until the hand icon appears and drag the object up or down to reposition it.
2. If you have two objects that overlap on the slide, you need to select the object you want in front by setting the stacking order.

   Changing the stacking order consists of moving objects to the back and front of the slide Stage. The key point to remember is that objects at the back of the Stage appear behind other objects. Use one of the following methods to set the stacking order:

   - Right-click (Windows) or Control-click (Mac OS) an object on the slide, click Arrange, and select one of the object order options. If necessary, right-click (Windows) or Control-click (Mac OS) other objects on the slide and adjust their order.

     Bring To Front This option brings the selected object to the top. When the project plays, the object appears on top of all others.

     Send To Back This option sends the selected object to the background. When the project plays, the object appears behind all others.

     Bring Forward This option moves the object one layer forward.

     Send Backward This option moves the object one layer back.

   - On the Timeline, move the mouse over an object until the hand appears and drag the object up or down to change its position in the stacking order. Moving an object higher in the stacking order moves it to the front of the Stage, while moving an object lower moves it to the back of the Stage.

Hide objects during editing

❖ In the Timeline, click the dot below the eye icon in the layer that you want to hide.

The object disappears from the slide and an X icon appears in the column. To display the object on the slide, click the X icon.

When you hide an object layer, it is hidden 'only on the Stage'. You can still view the layer when it is previewed or published.

Timeline for slidelets

A slidelet is a slide within a slide. A slidelet has its own Timeline. All the objects in the slidelet are displayed in its Timeline. When you select a slidelet, the Timeline changes automatically to that for the slidelet. To display the Timeline for the slide containing the slidelet, click anywhere outside the slidelet. For more information on slidelets, see "Rollover slidelets" on page 88.

Lock objects

❖ In the Timeline, click the dot below the lock icon in the layer that you want to lock.

The layer and its corresponding object cannot be edited or moved until you unlock the layer. To unlock the layer, click the lock icon.

Set time for objects and slides using the Timeline

You can change the amount of time an object or slide appears in the movie using its Properties dialog box or by using the Timeline. You may find this feature useful in several situations. For example, you may want to set exact object timing when coordinating a voice-over with a highlight box; you might want the highlight box to appear only when the voice-over says, "Enter the date here."

- Move the mouse over the left or right edge of the slide or object on the Timeline until the resize pointer appears. Click and drag the edge to the required position in the Timeline.
- To set two objects to appear at the same time, align their left and right edges. For example, you can set a highlight box to appear at the same time as an image so that the highlight box can appear over the image.
- To adjust the display time of interactive objects (such as text entry boxes, click boxes, and buttons) rest the pointer over the line between Active and Inactive in the bar until the slider handle appears. Drag the slider to adjust the display time.

  You can select multiple objects and move them at the same time. Hold down the Shift key and click objects to select consecutive stacked objects in the Timeline, or to select nonconsecutive objects, hold down the Control key and click the objects to move.

You can determine whether keystrokes are played slowly or quickly in a project. If the project has many keystrokes, increasing the speed will make the pace of the project faster. However, if keystrokes are critical in the project, you may want them to play slowly so users can view them clearly. Use the Timeline to change keystroke speed. Keystrokes are contained in a Timeline object named Typing.

You determine the speed at which the mouse moves on any individual slide in a project. A high mouse speed increases the pace at which the project plays. However, if mouse movements are complicated, you may want to decrease the mouse speed so users can view all movements. Mouse movement is contained in a Timeline object named Mouse. To shorten the amount of time it takes for the mouse movement to play, move the mouse pointer over the left edge of the Mouse object until the resize pointer appears. Click and drag the edge to the left.

Preview a slide using the playhead

The playhead moves through the Timeline to indicate how the currently displayed slide appears in the project. It is a quick and efficient way to preview a single slide and check object timing. To see how the playhead functions, press F3. The red line that moves across the Timeline is the playhead. You can stop a playhead when it is playing by clicking it. To drag the playhead to a required position, move the mouse over its "head" in the area displaying the time. When the pointer appears, drag the playhead to the required position.

❖ Do one of the following:

- "Scrub" the slide by dragging the playhead to the left or right. As you move the playhead, objects appear and fade as they will when users view the slide. Scrubbing gives you the ability to control the pace and view the slide at any speed from very slowly to very quickly.
- With the playhead in any location on the Timeline, press the Spacebar or F3 to begin playing the slide.
- With the playhead in any location on the Timeline, press Play in the lower-left corner of the Timeline. (To end playback, press Stop, or to wait, press Pause.)

Branching panel

The Branching panel (Window > Branching View) provides a visual representation of all links between the slides in a project and lets you quickly edit those links. Using this panel, you can analyze and interpret how the slides in a project are interlinked.

The Branching panel is particularly helpful when creating instructional materials containing question slides and specifying different paths for right and wrong answers. For example, you can set one action (such as "Go to the next slide") when a user supplies a correct answer, and you can set a different action (such as "Jump To Slide") when a user supplies an incorrect answer. Using the Branching view, you can easily make changes to the branching design.

You can export the Branching view of an existing Adobe Captivate project into a BMP, JPEG/JPG, PNG, or a GIF file.

Create Slide Group Combines the selected slides into a single group. For more information on grouping slides, see "Group slides" on page 49.

Expand Slide Group Displays all the slides belonging to the selected group. The slides in a group are by default in a collapsed state.

Collapse Slide Group Combines the expanded slides of a group back into a group.

Remove Slide Group Ungroups the grouped slides.

Export Branching View Export the Branching view as a BMP, JPEG/JPG, PNG, or a GIF file using the dialog box that appears.

Panes in the Branching panel

Preview pane

This pane is at the bottom of the panel and displays all the slides in the project. If the pane is not visible, click the arrow at the bottom of the panel.

The rectangle in the pane indicates the slides that are currently displayed in the main pane. To bring a different set of slides into the main pane, click and move the rectangle to the required area.

Main pane

This pane is at the center of the panel and is the main area where you interpret and edit the branches in your project. The arrows between the slides indicate how they are related to each other.

Black Arrow Indicates that the slide from which the arrow originates does not have any interactive object. During runtime, after this slide's duration elapses, the next slide (to which the arrowhead points) appears.

Green Arrow Indicates that the slide from which the arrow originates contains an interactive object. When users click this object during runtime, the slide to which the arrowhead points appears.

Red Arrow Points to the slide that appears when users fail to click an interactive object on the slide from which the arrow originates.

When you click an arrow, a pop-up appears and shows the name of the object that links the slides.

Options in this pane:

Create Slide Group Combines the selected slides into a single group. For more information on grouping slides, see "Grouping slides using the Branching view" on page 15.

Expand Slide Group Displays all the slides belonging to the selected group. The slides in a group are by default in a collapsed state.

Collapse Slide Group Combines the expanded slides of a group back into a group.

Remove Slide Group Ungroups the grouped slides.

Export Branching View Export the Branching view as a BMP, JPEG/JPG, PNG, or a GIF file using the dialog box that appears.

Zoom Zooms the main view in or out based on the value selected in the list or the slider.

For more information on using this pane for editing the slide links, see "Editing the links between slides" on page 14.

Unlinked slides pane

This pane lists all the slides that are not linked to any slide in the project. If this pane is not visible, click the arrow on the left of the panel.

Editing the links between slides

To change the linkage of a slide, double-click the thumbnail of the slide, and in the pop-up that appears, choose an option in the Action (Success) list.

To change the linkage of an interactive object, double-click the thumbnail of the slide, and click the object. In the pop-up that appears, choose an option from the Action (Success) and Action (Failure) lists, and click the Save icon.

For example, consider Slide 1 has a button. When users click the button, Slide 4 must appear and when the button is not clicked (Failure), Slide 23 must appear. Using the pop-up box, you can specify the slides for success and failure events accordingly. If the target slide (Slide 23) contains an interactive object that brings the users back to Slide 1, a reverse-link to Slide 1 appears below the slide.

The Action (Success) and Action (Failure) lists show the following options:

- Go to the Next Slide
- Go to the Previous Slide
- Jump to Slide

To assign other actions such as send an email or open a URL or a file, use the Property Inspector of the slide. The Advanced Interaction panel (Project > Advanced Interaction) helps you view all the interactions in the project.

Grouping slides using the Branching view

1 Click in the panel (not on any slide), hold down the mouse button, and move the mouse over the slides you want to group.

A rectangular marquee appears and the selected slides are highlighted with a bold border around them.

2 Click the Create Slide Group icon. A single group slide appears in the panel.

- To expand the group, click the arrow on the group slide, or select the group slide and click the Expand Slide Group icon.
- To ungroup the slides, select the group slide and click the Remove Slide Group icon.

Note: *Use the Property Inspector to name the group slide. For more information, see* *"Name slide groups and mark them" on page 49.*

Exporting the Branching view

You can export the branching view in BMP, JPEG/JPG, PNG, or GIF formats. Exporting the branching view is helpful and at times, necessary during the review stages of the project.

To export the branching view, click the Export Branching View icon in the Branching panel and specify the format. The view that is currently displayed in the main pane of the panel is exported in the specified format.

Adobe Captivate Library

Library overview

An Adobe Captivate library is a repository of resources, such as, audio files, images, and animations. Every Adobe Captivate project contains its own library.

Resources or 'items' are automatically added to the library when you use them in the project. However, you can also import them into the library and use them when needed.

By default, the Library panel is displayed in all the preset workspaces, except in the Quizzing workspace. To hide (or show) the Library panel, select Window > Library.

The items in the library are categorized and organized in folders, such as, Audio, Images, and Media. The following information is displayed for each item:

- Name
- Type
- Size (in kilobytes)
- Use Count, which indicates the number of times the item is used in the project.
- Date Modified

Note: *Click the title of any of these columns to sort the list of items within each folder.*

Using the Library panel, you can do the following:

- Edit the properties of the items.
- Reuse the items within a project as well as across other Adobe Captivate projects by exporting or importing them.
- Synchronize the items with their source files. You can also open and edit the source files directly in the supported programs.

Import objects into the Library

You can import objects from other Adobe Captivate projects or templates into the library of your current project.

1. Select File > Import > External Library.
2. In the Open dialog box, navigate to and select the Adobe Captivate project or project template from which you want to import objects.
3. Click Open. The external library panel appears.
4. Drag-and-drop the required items from the external library panel to the current project's library.

Customizing the workspace

You can create a custom workspace by rearranging and resizing document windows and panels. You can save the customized workspaces and switch between them.

Rearrange document windows

When you open more than one file, the Document windows are tabbed. To rearrange the tabbed Document windows, drag and drop the window's tab to the new location.

Move panels

- To move a panel, drag it by its tab.
- To move a panel group, drag the title bar.

As you drag the panels, you see blue highlighted drop zones, areas where you can drop the panels. If you drag to an area that is not a drop zone, the panel floats freely in the workspace.

Note: *The position of the mouse pointer, rather than the position of the panel, activates the drop zone.*

Press Ctrl (Windows) or Command (Mac OS) while moving a panel to prevent it from docking. Press Esc while moving the panel to cancel the operation.

Dock and undock panels

A *dock* is a collection of panels or panel groups displayed together, generally in a vertical orientation. You dock and undock panels by moving them into and out of a dock.

- To dock a panel, drag it by its tab into the dock, at the top, bottom, or in between other panels.
- To dock a panel group, drag it by its title bar (the solid empty bar above the tabs) into the dock.
- To remove a panel or panel group from a dock, drag it out of the dock by its tab or title bar. You can also drag it into another dock or make it free-floating.

- To resize a panel, move the mouse over the edges of the panel. When double-sided arrow appears, drag the panel to the required size.

Add and remove panels from docks

If you remove all panels from a dock, the dock disappears. You can create a dock by moving panels to the right edge of the workspace until a drop zone appears.

- To remove a panel, right-click (Windows) or Control-click (Mac) its tab and then select Close, or deselect it from the Window menu.
- To add a panel, select it from the Window menu and dock it wherever you want.

Stack floating panels

When you drag a panel out of its dock but not into a drop zone, the panel floats freely. The floating panel allows you to position it anywhere in the workspace. You can stack floating panels or panel groups so that they move as a unit when you drag the topmost title bar.

- To stack floating panels, drag a panel by its tab to the drop zone at the bottom of another panel.
- To change the stacking order, drag a panel up or down by its tab.

  Note: *Be sure to release the tab over the narrow drop zone between panels, rather than the broad drop zone in a title bar.*
- To remove a panel or panel group from the stack, so that it floats by itself, drag it out by its tab or title bar.

Resize panels

- To minimize or maximize a panel, panel group, or stack of panels, double-click a tab. You can also single-click the tab area (the empty space next to the tabs).
- To resize a panel, drag any side of the panel when the mouse cursor turns into an arrow.

Collapse and expand panel icons

You can collapse panels to icons to reduce clutter on the workspace. In some cases, panels are collapsed to icons in the default workspace.

- To collapse or expand all panel icons in a column, click the double arrow at the top of the dock.
- To expand a single panel icon, click it.
- To resize panel icons so that you see only the icons (and not the labels), adjust the width of the dock until the text disappears. To display the icon text again, make the dock wider.
- To collapse an expanded panel back to its icon, click its tab, its icon, or the double arrow in the panel's title bar.
- To add a floating panel or panel group to an icon dock, drag it in by its tab or title bar. (Panels are automatically collapsed to icons when added to an icon dock.)
- To move a panel icon (or panel icon group), drag the icon. You can drag panel icons up and down in the dock, into other docks (where they appear in the panel style of that dock), or outside the dock (where they appear as floating, expanded panels).

Save customized workspaces

By saving the current size and position of panels as a named workspace, you can restore that workspace even if you move or close a panel. The names of saved workspaces appear in the workspace switcher in the Application bar.

1 Go to Window > Workspace > New Workspace.

2 Type a name for the new workspace, and click OK.

Any changes that are made to the workspace are saved automatically. To revert to the default state of a workspace, select Window > Workspace > Reset *[Workspace Name]*.

Switch workspaces

Select a workspace from the workspace switcher in the Application bar.

Rename and delete workspaces

Select Window > Workspace > Manage Workspace.

- To rename a workspace, select the workspace and click Rename.
- To delete a workspace, select the workspace and click Delete.

Grids

The Snap To Grid option helps you position objects accurately on a page. A grid is a set of lines to which the objects "stick" when the Snap To Grid feature is enabled. When you bring an object close to a grid line, the object snaps to the line much in the same way as iron sticks to a magnet. For example, you can stack objects accurately one above the other using a grid.

Work with grids

- Select View > Show Grid. The grid is displayed as a matrix of dots on the slide.
- Select View > Snap To Grid.
- Select View > Snap To Object

  Snap To Object is applicable only when you are drawing objects on a slide and not when you are editing or moving them. When both Snap To Grid and Snap To Object options are selected, the Snap To Object option takes precedence.

Change the dimensions of a grid

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select General Settings from the Global menu.

3 Change the grid size value. The smaller the value, the smaller is the gap between the dots in the grid.

Shortcut keys

Shortcut keys provide an easier and quicker way to navigate and use Adobe Captivate. They let you use keyboard key combinations instead of a mouse or program menu. The common shortcut keys are listed in the table.

Shortcut key	**Action**
F1 (Win & Mac)	Open Adobe Captivate Help (To access dialog-box-level help, click the Help button on individual dialog boxes.)
F2 (Win & Mac)	Rename the selected object
F3 (Win & Mac)	Test view the current slide
F4 (Win & Mac)	Preview the project
F5 (Win & Mac)	Record audio
F6 (Win & Mac)	Import audio
F7 (Win & Mac)	Perform a spelling and grammar check
F8 (Win only)	Preview project from current slide
F9 (Win only)	Show the Advanced Interaction panel
F10 (Win only)	Preview the current slide and the following "N" slides
F12 (Win), Command+F12 (Mac)	Preview the project in a web browser
Page Up (win & Mac)	Scroll to the previous slide
Page Down (win & Mac)	Scroll to the next slide
Alt+A (Win), Option+A (Mac)	Create question pool
Alt+Up, Down, Left, Right Arrows (Win), Option+Up, Down, Left, Right Arrows	Click the object, click a resize handle, and use these options to resize the object in the selected direction by 1 pixel
Control+A (Win), Command+A (Mac)	Select all
Control+B (Win), Command+B (Mac)	Find audio in the Library/Change text to Bold
Control+C (Win), Command+C (Mac)	Copy (slide in Filmstrip, and selected object on stage)
Control+D (Win), Command+D (Mac)	Duplicate (slide in Filmstrip, and selected object on stage)
Control+E (Win), Command+E (Mac)	Extend the length of the object display time to the end of the slide on the Timeline
Control+F (Win), Command+F (Mac)	Find/replace a particular object in the project Library
Control+I (Win), Command+I (Mac)	Increase the indent (selected object on stage)/Change text to Italics. Indentation is equal to the grid size.
Control+L (Win), Command+L (Mac)	Sync the selected object to the playhead
Control+M (Win), Command+M (Mac)	Merge the selected object with the background
Control+N (Win), Command+N (Mac)	Open new project
Control+O (Win), Command+S (Mac)	Open the project
Control+P (Win), Command+P (Mac)	Align the selected object with the playhead on the Timeline
Control+Q (Win), Shift+Option+R (Mac)	Insert a random question slide
Control+R (Win), Command + R (Mac)	Start/record new capture project

Shortcut key	Action
Control+S (Win), Command+S (Mac)	Save
Control+T (Win), Command+T(Mac)	Open project template
Control+U (Win), Command+U (Mac)	Underline the selected text
Control+V (Win), Command+V (Mac)	Paste what is on the clipboard (for example, slide, image, object, and so on)
Control+W (Win), Command+W (Mac)	Close the project
Control+X (Win), Command+X (Mac)	Cut (selected object on stage)
Control+Y (Win), Command+Y (Mac)	Redo
Control+Z (Win), Command+Z (Mac)	Undo
Control+Enter (Win), Conmmand+Enter (Mac)	Preview the project
Control+Alt+A (Win), Command+Option+A (Mac)	Export PowerPoint slides as animation
Control+Alt+B (Win), Command+Option+B (Mac)	Show or hide Filmstrip
Control+Alt+C (Win), Command+Option+C (Mac)	Show the Closed Captioning dialog box
Control+Alt+D (Win), Shift+Option+D (Mac)	Update the Library
Control+Alt+E (Win), Command+Option+E (Mac)	Edit points of polygon drawing object
Control+Alt+F (Win), Command+Option+F (Mac)	Find in the Library
Control+Alt+G (win), Command+Option+G (Mac)	Create a slide group and autoadjust the rollover area
Control+Alt+H (Win), Command+Option+H (Mac)	Hide the selected object
Control+Alt+I (Win), Command+Options+I (Mac)	Find PowerPoint slides in the Library
Control+Alt+J (Win), Command+Option+J (Mac)	Edit PowerPoint slides
Control+Alt+K (Win), Command+Option+K (Mac)	Lock the selected object
Control+Alt+L (Win), Command+Option+L (Mac)	Show or hide the Library
Control+Alt+M (Win), Command+Option+M (Mac)	Insert master slide
Control+Alt+N (Win), Command+Option+N (Mac)	Show slide notes
Control+Alt+O (Win), Command+Option+O (Mac)	Record additional slides
Control+Alt+P (Win), Command+Option+P (Mac)	Remove a slide group.
Control+Alt+Q (Win), Option+Shift+Q (Mac)	Show the Question Pools Manager
Control+Alt+S (Win only)	Edit PowerPoint slide
Control+Alt+T (Win), Command+Option+T (Mac)	Show or hide the Timeline
Control+Alt+U (Win), Command+Option+U (Mac)	Library usage
Control+Alt+V (Win), Command+Option+V (Mac)	Import video file
Control+Alt+W (Win), Command+Option+W (Mac)	Redraw the shape of the rollover slidelet
Control+Alt+X (Win), Command+Options X (Mac)	Show/hide the SWF-Commenting pane
Control+Alt+Z (Win), Command+Option+Z (Mac)	Show/hide the Widget panel
Shift+F7 (Win & Mac)	Show objects style manager

Shortcut key	Action
Shift+F8 (Win), Command + , (Mac)	Preferences dialog box
Shift+F9 (Win), Shift+Command+F9 (Mac)	Actions dialog box
Shift+F10 (Win), Shift+Command+F10 (Mac)	Table of contents
Shift+F11 (Win), Shift+ Command+F11 (Mac)	Skin Editor panel
Shift+F12 (Win), Shift+Option+F12 (Mac)	Publish the file
Shift+A (Win & Mac)	Insert Animation placeholder
Shift+F (Win & Mac)	Insert Flash video placeholder
Shift+R (Win & Mac)	Insert rollover caption placeholder
Shift+O (Win & Mac)	Insert rollover image placeholder
Shift+C (Win & Mac)	Insert Text Caption placeholder
Shift+V (Win & Mac)	Insert video place holder
Shift+M (Win & Mac)	Insert Image placeholder
Shift+Q (Win), Option + Q (Mac)	Insert Question slide placeholder
Shift+X (Win & Mac)	Insert Text Animation placeholder
Shift+Alt+A (Win), Shift+Option+A (Mac)	Show Audio Management panel
Shift+Alt+W (Win), Shift+Option+W (Mac)	Close all the open projects
Shift+Alt+O (Win), Shift+Option+O (Mac)	Insert recording slide placeholder
Shift+Alt+P (Win), Shift+Option+P (Mac)	Import Photoshop file
Shift+Alt+S (Win), Shift+Option+A (Mac)	Show Speech Management panel
Shift+Alt+V (Win), Shift+Option+V (Mac)	Paste as Background
Shift+Alt+Up, Down, Left, Right Arrows (Win), Shift+Option+Up, Down, Left, Right Arrows	Click the object, click a resize handle, and use these options to resize the object in the selected direction by 10 pixel
Shift+Control+A (Win), Shift+ Command+A (Mac)	Add an animation object
Shift+Control+B (Win), Shift+Command+B (Mac)	Add a new button
Shift+Control+C (Win), Shift+ Control+C (Mac)	Add a new text caption
Shift+Control+D (Win), Command+Shift+D (Mac)	View slide properties
Shift+Control+E (Win), Shift+Command+E (Mac)	Insert a new zoom area
Shift+Control+F (Win), Shift+Command+F (Mac)	Insert an FLV file
Shift+Control+H (Win), Shift+Command+H (Mac)	Hide/show slide
Shift+Control+I (Win), Shift+Command+I (Mac)	Decrease the indent
Shift+Control+J (win), Shift+Command+J (Mac)	Insert a blank slide
Shift+Control+K (Win), Shift+Command+K (Mac)	Add a new click box
Shift+Control+L (Win), Shift+Command+L (Mac)	Insert a highlight box
Shift+Control+M (Win), Shift+Command+M (Mac)	Add a new image
Shift+Control+N (Win), Shift+Command+N (Mac)	Add a new animation slide

Shortcut key	Action
Shift+Control+O (Win), Shift+Command+O (Mac)	Add a new rollover image
Shift+Control+P (Win), Shift+Command+P (Mac)	Import PPT
Shift+Control+Q (Win), Shift+Q (Mac)	Insert a question slide
Shift+Control+R (Win), Shift+Command+R (Mac)	Insert a rollover caption
Shift+Control+S (Win), Shift+Command+S (Mac)	Insert an image slide
Shift+Control+T (Win), Shift+Command+T (Mac)	Insert a text entry box
Shift+Control+U (Win), Shift+Command+U (Mac)	Insert the mouse
Shift+Control+W (Win), Shift+Command+W (Mac)	Insert a widget
Shift+Control+X (Win), Shift+Command+X (Mac)	Insert a text animation
Shift+Control+Y (Win), Shift+Command+Y (Mac)	Copy the background
Shift+Control+Z (Win), Shift+Command+Z (Mac)	Insert Slidelet
Shift + Control + Alt + B (Win), Shift+Command+Option+B (Mac)	Show Branching View
Shift+Control+Alt+S (Win), Shift+Command+Option+S (Mac)	Save the project with different name
Shift+Control+Alt+E (Win), Shift+Command+Option+E (Mac)	Show/Hide effects panel
Shift+Control+V (Win), Shift+Command+V (Mac)	Insert stencil slides
Shift+Control+G (Win), Shift +Command+G (Mac)	Edit gradient

Magnification shortcuts

Shortcut key	Magnification level
Control+1 (Win), Command + 1 (Mac)	100%
Control+2 (Win), Command + 2 (Mac)	200%
Control+3(Win), Command + 3 (Mac)	300%
Control+4 (Win), Command + 4 (Mac)	400%
Control+ - (Win), Command + - (Mac)	Zoom out
Control++ (Win), Command + + (Mac)	Zoom in
Control + 0 (win), Command + 0 (Mac)	Best Fit Zoom / Center Align Workspace

Shortcut keys for recording

The following table lists the default shortcut keys used during recording. These shortcuts should be used only after you start the recording process. The same keys function differently when you are editing a project.

Shortcut key	Action
Control+R (Win), Command + R (Mac)	Start/record new capture project
Control+Alt+O (Win), Command+Option+O (Mac)	Record additional slides
End (Win), Command+Enter (Mac)	Stop recording
Delete (Win & Mac)	Delete the current selection
Pause (Win), Command+F2 (Mac)	Pause or resume recording
Print Screen (Win), Command +F6 (Mac)	Capture a screenshot manually
F4 (Win & Mac)	Preview project
F3 (Win & Mac)	Preview single slide
F2 (Win & Mac)	Edit caption text
F12 (Win & Mac)	Preview project in browser
F4 (Win), Command+F4 (Mac)	Auto panning
F3 (Win), Command+F3(Mac)	Manual panning
F7 (Win), Command+F7(Mac)	Stop panning
F9 (Win), Command+F9 (Mac)	Start Full Motion Recording
F10 (Win), Command+F10 (Mac)	Stop Full Motion Recording
F11 (Win), Command+F11 (Mac)	Snap recording window to mouse
F12 (Win), Command+F12 (Mac)	Toggle mouse capture

Change shortcut keys for recording

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Keys from the Recording menu.

3 To change keys, click once in one of the text boxes and, on the keyboard, press the key or key combination you want to use. For example, click inside the To Stop Recording text box and then press Shift+Alt+4. The key combination you entered now appears in the To Stop Recording text box. You can use almost any key, including the Control, Alt, Shift+Control, and Shift+Alt keys. For example, you could change the stop recording key to Alt+R.

Change shortcut keys for an object

You can specify a new shortcut key for interactive objects such as buttons, text entry boxes, and click boxes.

1 Select the object.

2 Click the Shortcut text box in the Action area of the Properties panel. The box gets highlighted in blue.

3 Using your keyboard, set a key combination, for example, Control+Shift+K, Control+Right Arrow, or Backspace+M.

The Control, Shift, and Alt keys map to the relevant Macintosh® keys.

Note: *If your Adobe Captivate movie will be displayed in a browser, set shortcut keys that do not conflict with common browser shortcuts. For example, F1 is frequently used as a keyboard shortcut to display Help.*

4 If you want the users to use only the shortcut key, deselect Allow Mouse Click.

To change the shortcut key, click the delete icon and specify the new key combination.

Undoing and redoing actions

You can reverse the previous action by using the Undo command.

- From the Edit menu, select Undo [*Name of the recent action*] or press Control+Z.

  Each click reverses one more action. Continue clicking Undo (or pressing Control+Z) to remove as many of the previous changes as necessary.

  When the Undo command is unavailable (dimmed), you cannot undo the previous action.

  Adobe Captivate tracks actions from the time you open a project until the time you close the project. Therefore, you can undo as many times as you need to, as long as the project remains open.

You can reverse the action of the Undo command by using the Redo command.

- After you have used the Undo command, from the Edit menu, select Redo or press Control+Y.

Disable confirmation messages

Confirmation messages appear when you perform important, and often permanent, actions in Adobe Captivate. The confirmation messages give you an opportunity to reconsider your decisions when deleting information or changing key attributes.

If you find that certain messages are not necessary for the way you work or are slowing down your work, you might want to disable them.

1. In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Category panel, select Global > General Settings.
3. Click Confirmation Messages in the General Settings panel.
4. In the Confirmation Messages dialog box, deselect the options for which you do not require confirmation messages.

Chapter 3: Creating Projects

An Adobe Captivate project is a set of slides that are played in a desired sequence as a movie. Start creating an Adobe Captivate project using one of the following options on the Welcome screen:

From Template Choose a predefined template for your project.

Software Simulation Record events in an application or a screen area on your computer screen using Adobe Captivate. A series of screenshots is captured and placed sequentially in separate slides. A mouse, keyboard, or system event is the usual trigger for a new slide. During recording, use the application or website you want to demonstrate as you would normally—by moving the mouse, using the keyboard, and navigating through menus.

Blank Project You can start from a blank project with the selected project dimensions. You could add Adobe Captivate objects, import Microsoft PowerPoint presentations, images, audio, video, and animations, or even record a software demonstration or simulation. For more information, see "Create a project starting with blank slides" on page 27.

Microsoft PowerPoint Slides You can import an entire PowerPoint presentation, or only selected slides, into an Adobe Captivate project. You can later edit the PowerPoint presentations from within Adobe Captivate. For more information, see "Microsoft PowerPoint" on page 232.

Image Slide Show Import a set of images to create an image slideshow. For more information, see "Create a project from images" on page 27.

Project Template When working on similar projects or modules within a larger project, you could create projects from templates. Project templates ensure consistency and improve the efficiency of people working in a collaborative setup. For more information, see "Create project templates" on page 28.

Aggregator Project Combine multiple SWFs into a single project using the Aggregator. The Aggregator project can then be published as a single SWF, or as a Windows or Mac executable. For more information, see "Combining multiple SWF files with aggregator" on page 202

Mobile Projects (only if Adobe eLearning Suite is installed) Create an Adobe Captivate project for mobile devices by selecting the target mobile device in Adobe Device Central. Use the screen resolution of the device as the dimensions for your project. Use Adobe Device Central to test the project on the target device.

You can add voice-over during recording, or at the editing stage.

After you create a project, you can edit it by doing the following:

- Edit content on the slides.
- Add Adobe Captivate objects such as text captions, buttons, text entry boxes, rollover captions, rollover slidelets, highlight boxes and mouse pointers to the project. Also, add effects to these objects.
- Add different media files, such as images, audio, video, and animations in multiple formats.
- Change the display times of slides and objects.
- Change the order of slides and objects.
- Add different kinds of slides, such as PowerPoint slides, image slides, and slides from other Adobe Captivate projects to the project
- Add quizzes to your project by adding question slides of different types, including multiple choice, matching, fill in the blanks and image hot-spots. Randomize the questions to provide an entirely new set of questions to the learners every time they take the course.

- Add narration to the project, either by recording audio or by converting text to speech.

To get feedback on the edited file, send it out to one or more reviewers. Reviewers can comment on the SWFs while playing them in the Adobe Captivate Reviewer, an Adobe AIR application. The comments are automatically imported into the project and displayed on the timeline, and in the SWF Commenting panel.

You can make the required changes to the project and publish it in multiple formats, including SWF and PDF files. You can use the LMS settings in Adobe Captivate to publish a LMS-ready file.

You can do the following to improve efficiency when creating similar Adobe Captivate projects:

- Achieve consistency across projects using project templates.
- Ensure a consistent appearance for projects using design templates.
- Use rerecording scripts to automate the recording process for similar sequences for web applications.

You can enhance the potential of Adobe Captivate by using it with other software such as Adobe® Flash®, Microsoft® PowerPoint®, RoboScreen Capture®, and Acrobat Connect®.

More Help topics

"Overview of project editing" on page 190

"Publishing Projects" on page 220

Create projects

Create a project by recording

You can create an Adobe Captivate project by recording events in an application or screen area on your computer. The following modes of recording are available.

Automatic Recording Adobe Captivate captures screenshots automatically and places them in separate slides. For more information, see "Automatic recording" on page 31.

Full Motion Recording Adobe Captivate records the entire set of events in real time as a video. For more information, see "Full motion recording" on page 33.

Manual Recording You can manually capture screenshots using this option. The chosen set of screenshots appears sequentially in separate slides after the recording is complete. For more information, see "Manual recording" on page 33.

For more information, see "Recording Projects" on page 31.

Create a project from PowerPoint presentations

You can import an entire PowerPoint presentation, or only selected slides into an Adobe Captivate project. Each PowerPoint slide is imported as a separate slide in the Adobe Captivate project. You can later edit the PowerPoint presentations from within Adobe Captivate.

For a demonstration on how to create projects based on PowerPoint presentations, see www.adobe.com/go/learn_pptprojtutorial_en.

More Help topics

"Microsoft PowerPoint" on page 232

Create a project from images

Projects created from images can be viewed as a slideshow. Each image is imported into a separate slide.

1 Select File > New Project > Image Slideshow.

2 In the New Image Slideshow dialog box, set the dimensions of the project.

3 Click OK, and select the images that you want to add to your project.

4 If the Resize/Crop image dialog box appears, set the following options:

Note: *You see the Crop/Resize dialog box only when an image exceeds the height or width limits of the project. If you are inserting more than one slide, only those images that exceed the dimension limits are displayed in the dialog box.*

Fit To Stage Resizes the image to fit the dimensions of the slide.

Crop Displays a bounding box with dimensions corresponding to that of the project. Resize the handles of the box to select the area that you want displayed on the slide. If you selected Constrain Proportions, Adobe Captivate maintains the height-to-width ratio of the bounding box.

Zoom You can zoom in and zoom out of the image by moving the slider. Alternatively, you can choose from a list of standard zoom sizes from the menu.

Constrain Proportions Maintains the height-to-width ratio of the bounding box used to crop the image. This option is enabled only when you choose to crop the image. When you disable this option, resize the bounding box, and enable the option again; the new dimensions are used thereafter to calculate the ratio.

In addition to the above options, you can also set tone controls (brightness, sharpness, and contrast) and adjust color ranges (alpha, hue, and saturation). You can also flip or rotate the image.

For a demonstration on how to create projects based on images, see www.adobe.com/go/learn_imgprojtutorial_en.

More Help topics

"Images and rollover images" on page 93

Create a project starting with blank slides

You can start with a blank project, and then import slides or images from PowerPoint presentations, images, or other Adobe Captivate projects. You can also add a software demonstration, or interactive simulation by recording additional slides.

1 Select File > New Project > Blank Project.

2 Select a preset size in the Select list, or specify a custom width and height for the project.

3 Click OK.

For a demonstration on how to create projects with blank slides, see www.adobe.com/go/learn_blankprojtutorial_en.

Create template-based projects

Adobe Captivate templates allow you to improve consistency across similar projects or modules of a project and reduce the effort required to create new projects.

Create a storyboard and workflow

No matter what project you want to create, it is helpful to do some planning before you start taking screenshots. Consider first what you want the user to do, learn, or achieve as a result of viewing your project. Defining this goal allows you to create a comprehensive plan for success. Once you have defined the action you want the audience to take, you can create the "core" of the project.

Every movie tells a story. A storyboard is a written version of that story either in the form of text or graphics. It tells you whether you have a clear understanding of what you are about to present to your audience. You can use the 5W, 1H rule adopted in journalism to get your story straight—who, what, when, where, why, and how.

You can create a workflow readily when you have a storyboard in place. A workflow is the flow of information in a project that follows the rules you create for it. For example, you can have a nonlinear presentation in which you can move back and forth between slides, skip slides, or set rules for slide sequence. Defining the workflow in advance helps you complete your project earlier, with minimal changes during the editing cycle.

If your project includes a great deal of text (captions), a script is the best place to begin. Scripts use text-based pages. They are like pages in a book: logical, sequential, and containing as much detail as you care to provide.

Create project templates

When you want to create similar projects or similar modules in a project, use project templates to ensure consistency and save time. Project templates are especially useful when multiple authors are working on different project modules or on similar projects.

Project templates help achieve the following:

- Consistency across Adobe Captivate projects.
- Reduced development time for multiple projects due to reuse of design.
- Reuse of project preferences across multiple projects.

In a collaborative environment where the designers work separately from the people creating the content, designers use templates to ensure consistency across projects. Content developers do not have to worry about the workflow of the project, the various standards involved, or the creation of the layout. All they have to do is follow the instructions in the template and provide the required content in the relevant placeholders.

Creating a repository of templates requires a disciplined effort involving all stakeholders. However, the effort pays for itself over time in terms of reduced development time for projects.

An Adobe Captivate project template consists of the following:

- Slides with placeholders for various Adobe Captivate objects
- Placeholders for the following:
  - Recording slides
  - Question slides.
- Master slides. For more information on Master Slides, see "Master slides" on page 40.

  Note: *You cannot insert placeholder objects on Master Slides.*

You can define and use object styles along with the project templates to ensure a uniform appearance for your projects.

When you create a project using a template, the placeholders in the template are marked with a placeholder icon. The icon disappears when you insert an object into a placeholder.

Note: *The placeholder objects are not visible when you preview or publish a project created with a project template.*

In addition to placeholders, you can add all Adobe Captivate objects and supported media to templates. The template serves as a 'stencil' only. Users can change the objects and placeholders without any restriction when creating a project from the template.

To make a project template more effective, add slide notes providing information or instructions. Include information on the recommended types and properties of objects, media, or slides that users are to insert in the placeholders.

1. Select File > New Project > Project Template.
2. Specify the dimensions of the project template, and click OK.
3. Do one or all of the following:
   - Set the properties for the slide, such as background, navigation, and audio.
   - Use drawing tools to color and demarcate different sections of the slide.
   - Set preferences for that template using the Preferences dialog box. The preferences are automatically applied when you use the project template to create a project.
4. Insert other Adobe Captivate objects, and supported media types.

   Best practice is to add all objects or media that do not change from project to project (for example, a logo) as actual objects. Use placeholders for objects or media that are specific to the project.
5. To insert placeholders for slides, select Insert > Placeholder Slides, and choose the type of slide placeholder.
6. To insert placeholders for objects in the slides, select Insert > Placeholder Objects and choose the type of object placeholder. Specify the properties for the various placeholder objects that you have inserted.
7. Save the file. The file is saved with a .cptl extension.

For a demonstration on how to create templates, see www.adobe.com/go/learn_templatetutorial_en.

Create projects from project templates

1. Select File > New Project > Project From Template.
2. Navigate to the template file and click Open.
3. Double-click the placeholder and do the following:
   - For placeholder objects, use the respective dialog box to add objects to the placeholder. The placeholder is converted to a concrete object.
   - For recording slide placeholders, double-click the placeholder slide to start recording.
   - For question slide placeholders, double-click the placeholder slide to insert a question slide.

Customizing the project size

When you start creating a new project, you are prompted to choose a predefine size for the project. You can also specify a custom Width and Height for your project.

If you want to reuse the custom size frequently, you can save the project size and assign a name to it. By doing so, you get to choose the custom size from the Select menu the next time you create a project.

1. In the New <*type of project*> Project dialog box, click Customize. The Custom Project Size dialog box appears.
2. Click New and type a name for the custom size. For example, "Size for Adobe Projects."
3. Specify the height and width.

4 Click Save and then click OK.

The saved custom size now appears in the Select list of the New <*type of project*> Project dialog box.

Enable backup file creation

Adobe Captivate creates a backup file for your project when you save it. When you re-save the project, the changes are saved to the backup file too. The backup file is saved with a .bak extension.

If your project file gets corrupt, use the backup file to recover your project. Rename the backup file using a .cptx extension, and open it. Changes that you made after the last save, however, are not reflected in the backup file.

The provision to create a backup file is enabled by default in the Preferences dialog box. You can choose to disable the option if it interferes with the speed of saving the project.

Note: *The size of the backup file might be larger than that of your main project.*

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select General Settings from the Global menu.

3 Select Generate Project Backup.

Upgrading projects and templates to Adobe Captivate 5

The extension of the project files created in earlier versions of Adobe Captivate is .cp while the extension for projects created in Adobe Captivate 5 is .cptx. The file extension of project templates created in all the versions remains the same (.cptl). However, you still need to upgrade the templates to use them in Adobe Captivate 5.

1 Open Adobe Captivate 5 and select File > Open.

2 Browse to the location at which you have saved the Adobe Captivate projects (.cp files) or templates (.cptl files), and click Open.

3 Select File > Save to save the project or template. The projects are saved in .cptx format while the templates are saved in the .cptl format.

Note: *Earlier versions use RTF to render text while Adobe Captivate 5 uses ATE , each of which has a different scaling for font sizes. Therefore, the font sizes vary when projects are upgraded to Adobe Captivate 5.*

Backward compatibility is not available in Adobe Captivate 5. So, you cannot save an Adobe Captivate 5 project as a .cp file and reuse in earlier versions of Adobe Captivate. The same applies to project templates too, even though the file extension is the same (.cptl).

Chapter 4: Recording Projects

You can launch Adobe Captivate and use the option File > Record a New Project to start recording a project. You can also record and add additional slides to an existing project.

Before recording a project, you can choose the type and mode of recording in the recording window.

Types of recording

Automatic recording

When you record using automatic recording, Adobe Captivate captures screenshots automatically and places them on separate slides. Mouse, keyboard, or system events are the common triggers for capturing screenshots. Automatic recording is the most commonly used recording method in Adobe Captivate.

The recorded slides are now inserted in the project.

Autorecording modes

When autorecording projects, you can record a procedure in one or more of the following modes in a single recording:

- Demonstration mode
- Training simulation mode
- Assessment simulation mode
- Custom mode

Depending on the mode, one or more of the following objects are added automatically during the recording. You can change recording preferences for the various modes. The descriptions for the various modes assume that you have not changed the default recording preferences.

Text Captions Text captions are used to point out certain areas on a slide, explain concepts, or provide users with additional information. Text captions can be created automatically or manually. If you are autorecording a project, you can have Adobe Captivate automatically create text captions. Text captions are generated for the various mouse and keyboard events.

The text captions use the labels in the application to describe a step. For example, if the user clicks File in the menu bar, a text caption with the text, "Select the File menu" is created automatically. You can later edit the captions to your requirements. When the user views the movie, the actions performed during recording are displayed along with the captions

Text Entry Boxes Text entry boxes are Adobe Captivate objects that require user input. During recording in some of the modes, text entry boxes with default hint, success, or failure captions are added to the slides. You can later edit the text in these captions.

Click Boxes A click box is an object in Adobe Captivate that designates an area around the place where the mouse was clicked during recording. Click boxes help users try out an application or website using the movie. After viewers click a click box, you can have the project perform different actions. For example, the project resumes playing, opens a new project, or opens a specific website.

Highlight boxes Highlight boxes are transparent, colored rectangles that can be placed over areas on a slide to draw attention to the area. You can edit the formatting, color, transparency, and size of all highlight boxes. If you automatically record a project or slides, Adobe Captivate creates a highlight box for the area on which a mouse event occurs. If you have an existing project, you can also add highlight boxes manually.

More Help topics

"Text captions" on page 72

"Highlight boxes" on page 84

"Click boxes" on page 118

"Text entry boxes" on page 121

Demonstration mode

Use the demonstration mode when you want to demonstrate a procedure or feature. The movie produced in this mode however, does not provide any scope for user interaction. The user can only passively view actions that were performed when the project was recorded.

When recording a movie in the demonstration mode, Adobe Captivate does the following:

- Adds text captions using the labels of the controls in the application. For example, if the user clicks File in the menu bar, a text caption with the text, "Select the File menu" is created automatically.
- Adds highlight boxes to highlight those areas where the mouse is clicked.
- Adds text that is typed manually during the recording.

Training Simulation mode

Use the training mode when you want the user to try the procedure during the movie. The movie moves to the next slide only after the user has performed the previous action correctly.

When recording slides in training mode, Adobe Captivate does the following:

- Adds click boxes at places where the user must click the mouse.
- Adds text entry boxes for user input. The failure and hint captions are added to each text entry box.

Assessment Simulation mode

Use the assessment mode when you want to test how well the user has understood a procedure. You can set a score for every correct click. You can also set the number of times the user can attempt a procedure. When the user fails to click the right option in the number of attempts provided, the movie moves to the next step. The user does not get any score for the failed attempt.

When recording slides in assessment mode, Adobe Captivate does the following:

- Adds click boxes at places where the user must click the mouse.
- Adds text entry boxes for user input. The failure caption is added to each text entry box.

Custom mode

Use the custom mode when working on a project where you need a mix of features available in the other modes. This mode allows you to achieve the highest level of customization in Adobe Captivate. Using the custom mode, you can create a project that is part demo, part training, and also provide for assessment. None of the Adobe Captivate objects are added by default during recording in the Custom mode.

For example, let us consider a movie meant for training the user on editing a file. In the first few slides for simpler tasks like opening the application and opening the file, you can retain the slides created in the demo mode. When you move to the slides describing the procedure for editing, you can add the various objects with which the user can interact. Finally, you can provide for assessment slides at the end of the project.

More Help topics

"Set recording preferences" on page 35

Multimode recording

When you record an Adobe Captivate project, you can choose to record in more than one mode. Multimode recording helps you save time when working on projects that require outputs in more than one autorecording mode.

Full motion recording

During full motion recording (FMR), the entire set of events is captured in real time as a video. Use FMR for movies that demonstrate complex procedures, such as drawing or reshaping an object. FMR movies are also useful when demonstrating visual cues, such as the change in the shape of the pointer when it moves over certain objects. A handy cam icon is displayed on slides generated using FMR.

In the automatic recording mode, actions such as drag-and-drop and mouse wheel movements are automatically captured in the FMR mode. You can change this setting using the Preferences dialog box.

When the FMR mode is disabled during autorecording, you can selectively capture FMR slides by pressing F9 (Windows) or Command+F9 (Mac) to shift to FMR mode. To end FMR mode, press F10 (Windows) or Command+F10 (Mac). The full motion recorded movie is placed into one slide of a project and plays like a "mini movie" within the larger project.

You know that full motion recording has begun by looking at the Adobe Captivate icon in the system tray (lower-right corner of Windows computer screen) or the status bar (on Mac). When you are recording normally, the icon appears as a regular icon. When full motion recording automatically begins, the icon flashes.

Note: *FMR files increase the size of the project.*

Manual recording

You can construct a project by manually taking screenshots during recording. Use manual recording when you want to pick and choose a few screenshots during the recording process. The procedure can get tedious for complicated procedures involving many steps.

More Help topics

"Set recording preferences" on page 35

"Recording in sync" on page 145

Record a new project

1 Select File > Record New Project. The recording window appears.

Note: *If you are using a template with a recording slide placeholder, double-click the slide.*

2 Click Screen Area or Application.

Application Select this option if you want to specify the application which you want to record as part of your project. In the Select Application menu, select the application your computer that you want to record.

- **Custom Size** Select this option if you want to customize the dimensions of the recorded project. You can choose from a list of standard sizes, or define a custom size. The selected application is automatically resized to fit inside the boundaries of the recording area. Best practice is to have a clear idea of the dimensions of the project before you start recording it.

- **Application Window** Select this option if you want to record the entire application window. The dimensions of the application are not altered. The recording rectangle is resized to fit the application.

- **Application Region** Select this option if you want to record defined areas in an application. For example, if you are recording a window that has three frames, the recording window snaps to individual frames when the mouse moves over them. The dimensions of the application are not altered. The recording rectangle is resized to fit the defined area in the application.

Screen Area Select this option when you want to capture all events that occur within an area on the screen.

- **Custom Size** Select this option if you want to record your project using a specified dimension. You can choose from a list of standard sizes, or create your own custom size window.

- **Full Screen** Select this option if you want to set the size of the recording window to the size of your computer monitor. The entire computer screen is treated as the recording window. If you work on dual monitors, you can choose the monitor that you want to use for recording. Recording in this mode can potentially produce very large projects and output file sizes due to the large screen resolution on monitors.

3 Click Automatic, Full Motion, or Manual in the Recording Type area. For more information, see "Automatic recording" on page 31, "Full motion recording" on page 33, and "Manual recording" on page 33.

4 Do one or all of the following:

- Select a panning mode if you want the recording window to follow your movements across the screen. For more information, see "Panning" on page 35.
- If you are adding commentary during recording, select the type of audio input.
- To change the default settings that Adobe Captivate uses when recording, click Settings. For more information on customizing recording preferences, see "Set recording preferences" on page 35.

5 Click Record.

6 If you have selected Manual recording, press Print Screen (Windows) or Command+F6 (Mac) every time you want to take a screenshot during the procedure.

7 Press End key (in Windows) or Cmd + Enter (Mac OS) when you have completed the procedure.

Note: *Alternatively, on Windows, click the task icon or the system tray icon to stop recording. On Mac, click the dock icon or the status bar icon.*

For a demonstration of the recording process, see www.adobe.com/go/learn_recordtutorial_en.

Record additional slides

1 Open the project in which you want to record additional slides.

2 Click the Record Additional Slides icon.

3 In the Record Additional Slides dialog box, select the slide after which you want the recorded slides to be inserted and click OK.

   The recording window appears.

4 Set the recording options and click Record.

The newly recorded slides are inserted into your project after the slide you selected.

You can also add slides by importing them from other Adobe Captivate projects or PowerPoint presentations.

For a demonstration of recording additional slides, see www.adobe.com/go/learn_recordaddslides_en.

Pause while recording projects

You can pause while recording an Adobe Captivate project. Any action performed after a project is paused is not recorded.

1 Open Adobe Captivate and begin recording a new project or slide.

2 When you want to pause recording, press the Pause/Break key (on Windows) or Cmd + F2 (on Mac OS) on the keyboard. When you want to restart recording, press Pause/Break or Cmd + F2 again.

   Note: *You can change the keys that you want to use for pausing or resuming projects in the Preferences dialog box.*

Set recording preferences

Adobe Captivate uses a default set of preferences for panning and other settings when recording or creating projects. You can customize these preferences using the various options available in the Preferences dialog box.

Panning

Use panning when you want the recording window to follow the movement of your mouse pointer across the screen. It is like capturing a moving object by changing the angle of the recording device. Panning helps you capture events across a large screen even when the recording window is smaller than the size of the screen.

The following panning options are available in Adobe Captivate:

Automatic Panning The recording window automatically moves along with the pointer whenever you move the mouse during recording.

Manual Panning You must manually move the recording window to the area where the next event takes place. In all other respects, It is like the automatic panning option.

More Help topics

"Automatic recording" on page 31

"Full motion recording" on page 33

"Manual recording" on page 33

Set global recording preferences

Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS). In the Preferences dialog box, select Settings from the Recording menu.

Option	Description
Narration	Records audio as you record the project. You cannot enable camera sounds or keyboard tap sounds when you have chosen narration for a project.
Actions in real time	Record actions using their actual speed.
Camera sounds	A “camera shutter” sound is played whenever a screenshot is captured during recording. It is helpful to turn on this sound so you know exactly when a screenshot is captured, especially when using the autorecording feature. The camera sound is not included in the finished project.
Keystrokes	Records keyboard actions like typing text on the screen. Adobe Captivate records keyboard input, but does not create a slide for every character that is typed.
Hear keyboard tap sounds	Determines whether keyboard press sounds are audible during recording. The keyboard press sounds are not included in the finished project.
Hide recording window	The red border of the recording window is not displayed during recording.
Hide Task icon	Hides the task icon during recording. This option is available only on Windows.
Hide system tray icon	Hides the system tray icon during recording. This icon is the small Adobe Captivate icon that is displayed in the system tray in the lower-right corner of the computer screen. Use this option if you do not want to record the icon when recording the project.
Move new windows inside recording area	Adobe Captivate automatically moves any new window during recording into the recording window. Use this option when recording an application in which many dialog boxes open as you use the application.
Automatically use full motion capture for drag-and-drop actions	Adobe Captivate switches automatically to FMR mode when recording drag-and-drop actions.
Automatically use full motion capture for mouse wheel actions	Adobe Captivate switches automatically to FMR mode when recording mouse movements.

Set Full Motion Recording preferences

Adobe Captivate automatically captures some actions in the FMR mode during autorecording. You can choose to disable this feature in the Preferences dialog box. You can also set options to optimize the size of the FMR SWF file and set the color mode for the SWF file.

Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS). In the Preferences dialog box, select FMR from the Recording menu.

Option	Description
Show mouse in Full Motion Recording Mode	Displays mouse movements when the FMR movie is run.

Option	Description
Working folder	Location of the generated FMR SWF file on your computer.
Video color mode	Select this option to set your video color to 16 bit or 32 bit. Selecting 16 bit results in a smaller file size, but also a smaller range of colors. Selecting 32 bit creates a larger file with a wider range of colors. The video color of most computers is set to 32 bit.
FMR mode	Depending on your requirements for the quality and size of the final FMR file, use the slider to choose the corresponding option. • Video. The highest-quality FMR files are produced in the Video option. The resulting SWF file is considerably larger than files produced with the other options. • Application And Low SWF Size. More splitting of SWF files occurs, and the frame rate is reduced during capture. The resulting SWF file is smaller than files produced with the Video option. • Safe. If you are not sure about which option to use, choose Safe. Adobe Captivate automatically calculates the available system resources and captures the movie at an optimum setting.

Change keyboard shortcuts for recording

You can choose your own keyboard shortcuts for actions that are involved when recording a project using the Preferences dialog box. For example, the End key (in Windows) or Cmd + Enter (Mac OS) is used to stop recording a project in Adobe Captivate. You can change that by entering a different key in the dialog box.

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Keys from the Recording menu.

3 Click inside the field that you want to change.

4 Type the keyboard shortcut.

Set Preferences for the different modes

Some of the options for recording modes are disabled in Adobe Captivate. The reason for disabling the options is based on the logic for recording in that mode. However, you can still enable some of the options if you have a special requirement.

For example, one wouldn't usually add text captions in an assessment movie. So, the options for text captions are not enabled in Adobe Captivate. You can enable them in the Preferences dialog box if you have a special requirement.

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Modes from the Recording menu.

3 In the Mode menu, select the recording mode you want to customize.

Option	Description
Add Text Captions	Automatically creates captions based on user and system actions performed during autorecording. The text captions use the labels in the application to describe a step. For example, if the user clicks File in the menu bar, a text caption with the text, "Select the File menu" is created automatically.
Convert Tool Tips To Rollover Captions	Automatically converts any tool tips on the screens you are capturing to rollover captions. Tool tips are small floating text windows that appear when the mouse hovers over buttons. This option is not selected by default for any of the recording modes.
Show Mouse Location And Movement	Displays mouse movements during autorecording.
Add highlight boxes on click	Automatically adds a highlight box around the area where the mouse is clicked.
Add Click Boxes On Mouse Click	• Automatically creates click boxes whenever you click screens you are autorecording. • Enables or disables the hint, success, and failure captions. • Sets the number of times the user can click before the movie moves to the next slide. • Enables cursor display when the user moves the mouse over the mouse areas
Automatically Add Text Entry Boxes For Text fields	• Automatically creates text entry boxes whenever you click text boxes you are autorecording. • Enables or disables the hint, success, and failure captions. • Sets the number of times the user can enter text within the same text entry box before the movie moves to the next slide.

Change recording defaults for objects

Adobe Captivate uses a default set of styles when inserting objects such as text captions and highlight boxes during recording. You can change these default settings using the Preferences dialog box.

Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS). In the Preferences dialog box, select Defaults from the Recording menu. Change the styles for the objects as required.

To create a new object style, click Create New Style and create a new style in the Object Style Manager.

More Help topics

"Text captions" on page 72

"Highlight boxes" on page 84

Recording tips

The following tips and tricks can help you create Adobe Captivate projects quickly and easily, while also giving you professional, high-quality results:

Use automatic recording as far as possible Even for projects that need a few manually generated screenshots, consider automatic recording. Set the autorecord option, but press Print Screen (Windows) or Command+F6 (Mac) whenever you want to take an extra screenshot. This method is effective if you are recording a website that contains many pop-ups, frames, and special effects. Adobe Captivate plays a camera shutter sound each time a screenshot is automatically

captured. To generate a screenshot at a place where you do not hear the sound, press Print Screen to manually take a screenshot.

For example, if you are recording Microsoft Internet Explorer, there can be dynamic HTML or Flash menus that appear only when the mouse rolls over them. Adobe Captivate does not automatically capture the change that occurs on mouse rollover. Press Print Screen to manually capture the change.

Go slowly when recording, particularly when recording websites in Internet Explorer Perform actions more slowly than you would normally during recording. It is especially important to go slowly when capturing actions on a website in Internet Explorer. If you are manually recording, ensure that each web page is loaded before capturing a screenshot.

Wait for the camera shutter sound During autorecording, wait for the shutter sound before performing another action.

If you are manually recording, Adobe Captivate captures screenshots each time you press a designated key or key combination. The default capture key is the Print Screen key. Each time you want to capture a screenshot, press the Print Screen key; you'll hear the camera shutter sound.

Chapter 5: Slides

Adobe Captivate projects are composed of slides that are played in succession as a movie. A slide is the smallest unit of a project.

Much of the work you do in Adobe Captivate is done at the slide level. In fact, after you have set your preferences and completed your recording, you will probably work nearly exclusively at the slide level until you are ready to preview and publish your project.

Adobe Captivate has different types of slides. You can include some or all of the following slide types in a single project:

- Blank slides are useful when you want to create a slide from scratch.
- Image slides contain an image in JPG, JPEG, GIF, PNG, BMP, ICO, EMF, or WMF format inserted as a background. You can create an entire project from image slides and use it as an album.
- Question slides contain quizzing functionality.
- PowerPoint slides are slides imported from a PowerPoint presentation.
- Animation slides contain an animation in SWF or GIF format.
- Master slides that help you define a uniform look and feel for all the above slides.

Master slides

About master slides

Master slides define background and common objects such as logos, headers, and footers for your slides. They provide a uniform appearance for your entire project.

Adobe Captivate creates a default master slide for a project. Any new slide you add to the project is automatically linked to the master slide associated with the previously selected project slide.

When a slide is linked to a master slide, all the artifacts of that master slide reflect on the slide.

Viewing master slide

1. Select Window > Master Slide.
2. To view a master slide, select it in the master slide panel.

Master slide Filmstrip

The Master slide Filmstrip displays all master slides your project has. You can change the size of the filmstrip (right-click or Control-click and then select the size).

Timeline

There is no timing information for master slides. The timeline for a master slide helps only to order, lock, or hide the objects added to it.

Adding a master slide

To add additional master slides, select Insert > Slide > Master Slides.

Though a project can have multiple master slides, you can link a slide to only one master slide.

Use the Property Inspector (Window > Properties) to:

- **Label the master slide:** Specify a unique label in the text box.
- **Provide background color:** Deselect Project Background and then select a color from Stage.
- **Insert background images:** Click the Browse icon to select a background image.

In this blog, Lieve Weymeis explains how to create a sample master slide.

Adding objects

You can insert the following standard objects to a master slide:

- Text Caption
- Rollover Caption
- Rollover Image
- Highlight Box

All other standard objects are disabled.

You can also insert the following:

- Text Animation
- Widget
- Image
- Animation
- FLV/F4V files

You cannot add audio to a master slide.

To add objects to a master slide,

1 Select the master slide in the master slide strip.

2 Add objects in the same way as you do in the slides in your project.

Using master slides

When you work on your project slides, use the Property Inspector (Window > Properties) to:

- **Link, relink, or remove link to master slide:** In the Master Slide drop-down list, make appropriate selection. You can also apply a Master Slide to a group of slides.
- **To have the master slide objects on top of the objects in your slide:** Check Master Slide Object on Top.

  Master slide objects maintain their own depth level (z-order). Therefore, you cannot mix up the order of master slide objects and other objects in a project slide. Either you can bring master slide objects in front or send them behind other objects.

  Master slide maintains its own timeline. Therefore, master slide objects are not shown on the timeline of the linked slide. You cannot adjust the timeline of master slide objects or change their Z-order on a project slide timeline.

- **Use master slide background:** Select this option to use background color or background image from master slide.

Editing Master slides

Artifacts of a master slide can only be modified on the master slide. That is, you cannot edit the properties of master slide objects on the slide that inherits the master slide.

Reusing Master slides

- **Duplicate master slide:** Right-click (Windows) or Control-click (Mac OS) and then select duplicate.
- **Copying contents:** Select the contents and then click copy.
- **Import/Export:** You cannot import or export master slides, but you can copy and paste them across projects.
- **Import/Export to XML/Microsoft Word:** Like the content on your project slides, you can import/export the master slide content to XML and Microsoft word.

Master slide on project template

When you use master slides in the project template, you can add placeholder objects to the master slides. The placeholder objects are not visible when you preview or publish a project created with the project template.

Note: *You can add placeholder objects to master slides only in CPTLs and not in CPTXs.*

Slide properties

You can set the properties for a slide using the Property inspector (Window > Properties).

Properties panel

Label The name of the slide. The slide label appears under the slide in the Filmstrip. It is a good practice to name slides. When multiple users are working on the same project, naming slides helps to identify them easily.

Accessibility Click to open the Slide Accessibility dialog box, which lets you add or type in text that can be read to users with disabilities who use screen readers. You can import slide notes to enable accessibility for them. For more information, see "Add accessibility text to slides" on page 210.

Master Slide Select the master slide that must be linked to the slide.

- **Master Slide Objects on Top** Select to place the objects in the master slide on top of other objects on the slide.
- **Use Master Slide Background** Select to use the background of the master slide as the slide background.
- **Project Background** Select to use the background settings in the project preferences for the slide. This option is available only if you deselect the Use Master Slide Background option.
- **Stage** Click the box to access the color palette and choose a background color for the slide. In Adobe Captivate 5.5, you can apply a gradient fill to the background.

Note: *This option is available if you have not selected project or master slide background.*

Background Select to change the background image on the slide by selecting an image from the project's Library. This option is available when Use Master Slide Background option is not selected.

Quality Select the quality level for the slide: Low (8-bit), Optimized, JPEG, and High Quality.

Note: *Selecting the Optimized, JPEG, or High Quality format may increase the file size and the time needed to download your project. You should only use a format other than Low (8-bit) when appropriate.*

Display Time Use to change the duration for which the slide plays. The maximum value is 1 hour (3600 seconds).

Transition Select a transition effect for the slide. Transition effects make the slide transition interesting and eye-catching.

Action options

You can define the navigation options every time the user views a slide or moves away from the slide. The On Enter menu displays the actions that you can set for the slide when it is displayed. The On Exit menu displays actions that you can set when the user exits the slide. The following list describes actions available in both the menus:

Note: *The options Go To Previous Slide, Go To Next Slide, Go To Last Visited Slide, Jump To Slide, and No Action are available only in the On Exit menu.*

Continue The movie moves to the next defined action.

Open URL Or File A web browser opens with the specified web page if the user has Internet connectivity. Alternatively, you could open a specified file for the user.

Open Another Project Opens the specified Adobe Captivate project.

Send E-mail To A draft of the default e-mail editor opens with the e-mail address specified in the To field.

Execute JavaScript Adobe Captivate runs the specified JavaScript.

Execute Advanced Actions Adobe Captivate runs the script written using the application.

Show When the user performs the required action, the specified hidden object is made visible

Hide When the user performs the required action, the specified object is hidden from the user.

Enable When the user performs the required action, it activates another object in the project. This option is available only for interactive objects.

Disable When the user performs the required action, it disables another object in the project. This option is available only for interactive objects.

Assign When the user performs the required action, a new value is assigned for a variable.

Increment When the user performs the required action, the value of the specified variable is incremented accordingly.

Decrement When the user performs the required action, the value of the specified variable is decremented accordingly.

Apply Effect When the user performs the required action, the effect associated with the specified object is applied.

Go To The Previous Slide The movie moves to the previous slide.

Go To The Next Slide The movie moves to the next slide.

Go To The Slide Last Visited The movie moves to the previously viewed slide.

Jump To Slide The movie moves to the specified slide.

No Action Nothing happens when the user exits the slide.

Audio options

Fade In [#] Seconds Specifies the time for audio to fade in to full volume.

Fade Out [#] Seconds Specifies the time for audio to fade out to silence.

Loop Audio Plays the audio file continuously till the slide exits.

Stop Background Audio Stops playing any background audio associated with the slide.

Add Audio Displays the Slide Audio dialog box that you can use to record audio for the slide.

Add slides

Adobe Captivate offers a wide variety of options for adding slides to a project, including recording, importing, and copying. You can add different types of slides such as blank, image, quiz, or animation.

Record additional slides for a project

There may be cases in which you record an Adobe Captivate project and begin working at the slide level, only to realize that you need to record a few more slides. In this case, you probably don't want to rerecord the entire project but just a few actions. Adobe Captivate allows you to do this by recording new slides and inserting the slides in an existing project. For more information, see "Record additional slides" on page 34.

Copy slides from other projects

1. In an open project, right-click (Windows) or Control-click (Mac OS) the slide to copy. To select multiple slides, press Shift or Control on the keyboard, click the slides, and then right-click (Windows) or Control-click (Mac OS).
2. Select Copy.
3. Open the Adobe Captivate project in which you want to paste the slides.
4. Right-click (Windows) or Control-click (Mac OS) the slide after which you want the new slide or slides to appear. (For example, if you want to paste the copied slide as Slide 6 of your project, click the slide currently labeled Slide 5.)
5. Select Paste.

Enable rescaling of slides during import

Adobe Captivate can automatically resize the content of imported slides according to the dimensions of the project to which the slide is being imported.

1. Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. Select General Settings from the Global menu.
3. Select Rescale Imported/Pasted slide.

Duplicate slides

Duplicating slides is an easy way to expand your projects. For example, if you carefully design a slide with a certain background color, layout, caption, and highlight box, you can simply duplicate that slide and change some of the elements or text to add more information to your project.

Master Slides are another way of achieving uniform look and feel for multiple slides.

❖ In an open project, do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the slide to copy and select Duplicate.

- Select a slide and press Control+D.

To select multiple slides, press Shift or Control on the keyboard while clicking the desired slides. To select all slides, right-click (Windows) or Control-click (Mac OS) on a slide and select Select All Slides.

The slide or slides you selected are duplicated and placed in the project. You can edit and work with the new slides just like the original slides.

Insert blank slides

1 In an open project, right-click (Windows) or Control-click (Mac OS) the slide after which you want the new blank slide or slides to appear.

2 Select Insert > Slide > Blank Slide.

The new slide is added to your project. You can edit and work with the new slide just like other slides in the project.

Insert images as slides

Image slides are slides that have an image inserted into their background.

1 Open an Adobe Captivate project.

2 Right-click (Windows) or Control-click (Mac OS) the slide after which you want the new image slide or slides to appear.

3 Select Insert > Slide > Image Slide.

4 Browse to and select the image that you want to import in the Open dialog box.

5 If the image that you are trying to import is larger in dimensions than that of your slide, the Resize/Crop Image dialog box appears. Do one of the following:

Fit To Stage Resizes the image to fit the dimensions of the slide.

Crop Displays a bounding box with dimensions corresponding to that of the project. Resize the handles of the box to select the area that you want displayed on the slide. If you selected Constrain Proportions, Adobe Captivate maintains the height-to-width ratio of the bounding box.

Zoom You can zoom in and zoom out of the image by moving the slider. Alternatively, you can choose from a list of standard zoom sizes from the menu.

Constrain Proportions Maintains the height-to-width ratio of the bounding box used to crop the image. This option is enabled only when you choose to crop the image. When you disable this option, resize the bounding box, and enable the option again; the new dimensions are used thereafter to calculate the ratio.

In addition to the above options, you can also set tone controls (brightness, sharpness, and contrast) and adjust color ranges (alpha, hue, and saturation). You can also flip or rotate the image.

Insert slides from a PowerPoint presentation

You can add PowerPoint slides to the end of a project or within a project.

1 In an open project, select Insert > Slide > PowerPoint slide.

2 Select a PowerPoint presentation and click Open.

3 Select Import Slides and Insert After The Selected Slide Below to add new slides after the slide you select from the list and click OK.

4 In the Convert PowerPoint Presentations dialog box, do the following:

- Clear the Include check box of a slide to exclude from importing.
- Clear the Linked check box to remove the linkage to the source PowerPoint file.
- Specify how the slides must advance: Automatically or upon the click of mouse.

Insert animation slides

You can insert a SWF, AVI, or animated GIF file as a new slide.

Note: *Adding animation as a slide is most appropriate with larger animation files.*

1 In an open project select Insert > Slide > Animation Slide.

2 Navigate to the animation file you want to insert (SWF, AVI, or animated GIF) and click Open. The animation slide is generated and added to the project.

It is important to set the correct frame rate. All imported animation files play at the rate selected in the project Preferences dialog box, regardless of the rate prior to when the file is imported. The default setting is 30 Flash frames per second and is appropriate in most cases. You may need to change the rate if you are embedding your Adobe Captivate SWF file in another SWF file that has a frame rate different than 30.

When you create an animation slide, the amount of time the slide is displayed in the project automatically defaults to the length of the animation file itself. For example, if the animation file that you use to create a new animation slide is only 1.2 seconds in length, the animation slide appears for 1.2 seconds. To change the duration of the slide, click the slide in the Filmstrip, and in the Property inspector, enter a new number of seconds in Display Time. Or use the Timeline to change the slide display time.

Delete and edit slides

Delete slides

Deleting a slide permanently removes the slide from the project.

❖ Do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the slide you want to delete, and select Delete from the menu.
- Select the slide, and press Delete.

Change background color of slides

By default, the slides use the background color that is set in the corresponding master slides.

1 Select the slide (s) in the Filmstrip. To select multiple slides, hold down the Ctrl or the Shift key while selecting the slides.

2 In the Property inspector, clear the Use Master Slide Background check box.

Now, the background set in the project preferences is used as default.

3 To use a background other than the one set in the project preferences, clear the Project Background check box and click the Stage color palette.

4 Do one of the following:

- Select a color for the background.
- Click to apply a gradient fill (available in 5.5). For more information on gradients, see "Apply gradient fills (5.5)" on page 99.

Using images in the background

By default, the slides use the background that is set in the corresponding master slides.

1 Select the slide (s) in the Filmstrip. To select multiple slides, hold down the Ctrl or the Shift key while selecting the slides.

2 In the Property inspector, clear the Use Master Slide Background check box.

3 Click the browse icon below the Background area.

- If the library does not contain any image, you will be prompted to browse for the image. Navigate to the location of the image, select it, and click Open.
- If the library already contains images, you will be prompted to choose an image from the library. Select an image and click OK. To use an image that does not exist in the library, click Import in the Select Image from Library dialog box.

Editing background images

Click the edit icon in the General section of the slide's Property Inspector. Edit the required attributes of the image in the Resize/Crop Image dialog box.

Add plain text to a slide

As you edit a project, you may want to add some text to the slide but not have the text appear as a text caption over the slide. There is an easy trick you can use to add plain text to a slide: simply add the text as a transparent text caption.

1 Open the slide on which you want to insert the text caption.

2 Select Insert > Standard Objects > Text Caption.

3 In the Property Inspector, select Transparent as the Caption Type in the General area.

Note: *If you create a transparent caption, avoid underlining text. Underlined text might affect the quality of the text.*

Edit text recorded on a slide

When you record text being typed, a new slide is created for every line break. Each line of typed text is treated as a single object and appears as a separate layer on the Timeline. You can replace text recorded on a slide with new text along with typing effects. For example, if you have recorded text being typed in an editing program and you want to change the recorded text on the slide later, you can use this option.

Before you record text being typed, ensure that the option to record keystrokes has been enabled. For more information, see "Set global recording preferences" on page 36.

1 In an open project, right-click (Windows) or Control-click (Mac OS) the Typing layer in the Timeline, and select Replace With Text Animation.

2 In the General area of the Property Inspector, select one of the options in the Effect menu.

3 Click Properties, type the replacement text on the slide, and then click OK.

The text on the slide is replaced with the entered text. In the Timeline, the typing text object is replaced with the text animation object, and the overwritten text appears on the object in the Timeline.

Label slides

It is easier to identify and keep track of slides using their label instead of their slide number. The label of the slide appears under the slide.

To label a slide, open the slide and enter a name for it in the Label text box of the Property Inspector.

Move to a specific slide

To jump to a specific slide, type the number of the slide in the Application Bar at the top of the Workspace.

Lock slides

Adobe Captivate gives you the option to lock individual slides. When you lock a slide, all objects on the slide can be viewed but not edited. This feature is useful if you want to send your project to others for review but do not want them to make changes to objects.

You can tell that a slide is locked by looking for the small lock icon. This icon appears below a locked slide in the Filmstrip.

- In an open project, right-click (Windows) or Control-click (Mac OS) the slide you want to lock and select Lock Slide.

To select multiple slides, press Shift or Control on the keyboard while clicking on the required slides. To select all slides, Edit > Select All.

Hide slides

Adobe Captivate allows you to hide an individual slide in a project; the slide stays in the project but is hidden from view when the project is played. This option is useful in several situations, such as if others are reviewing the project, but information on certain slides is changing so you want to hide the slides until they are correct.

Hide slides

Right-click (Windows) or Control-click (Mac OS) a slide and select Hide Slide. The slide is dimmed in the Filmstrip and the eye icon is displayed at the bottom of the slide.

To show the slide, right-click (Windows) or Control-click (Mac OS) and select Show Slide or click the eye icon at the bottom of the slide in the Filmstrip.

Include or exclude hidden slides when publishing handouts

1. In an open project, select File > Publish.
2. Select Print on the left panel.
3. In Type, select Handouts.
4. In the Handout Layout Options area, select Include Hidden Slides.

5 Click Publish.

Group slides

When the number of slides becomes unmanageable, you can group them. By expanding and collapsing groups, you can view subsets of the slides instead of all slides at once. Groups also provide a useful overview for the project, and they provide a convenient way of deleting or hiding multiple slides at once (for example, slides that you don't want to publish).

To help associate slides with their group, you can mark grouped slides with the same border color. The color is not displayed when the project is run.

Create a slide group

1 In an open project, click a slide that you want to group, and use Control-click or Shift-click to select the other slides for the group.

2 Right-click (Windows) or Control-click (Mac OS) and select Group > Create.

The selected slides are grouped into a single group slide with their numbers and descriptions displayed on it.

Name slide groups and mark them

1 Click the group slide in the Filmstrip.

2 In the Property Inspector, type a name for the slide group in the Title text box. This title appears at the bottom of the grouped slide.

3 From the Color palette, select a color for the border of all the slides in the group. This color is not displayed when the project is run.

Expand or collapse a slide group

Right-click (Windows) or Control-click (Mac OS) the group slide and select Group > Expand or Group > Collapse.

A faster way is to click the arrow icon on top of the group slide.

Ungroup slides

Right-click (Windows) or Control-click (Mac OS) the group slide and select Group > Remove.

Change slide order

To reorder slides, select them and drag them to the new position in the Filmstrip.

You can select multiple slides by pressing Shift or Control on the keyboard while clicking the desired slides. To select all slides, select Edit > Select All.

Slide notes

You can add slide notes and convert them into an audio file using the text-to-speech converter in Adobe Captivate. You can also convert slide notes to closed captioned text. Unlike slide notes, closed captioned text appears on the slide during runtime.

You can also use slide notes to communicate with users who do not have any audio equipment or are hearing impaired. Slide notes are a good location for adding extra information about a slide, such as numerical details, supporting materials, or footnote text.

Add slide notes

1 Select Window > Slide Notes.

2 In the Slide Notes panel, click the + icon to add a new slide note.

3 Type the slide notes

Slide notes can act as instructions for developers or as reminders for unfinished items. Notes are not displayed when the movie is played.

Slide notes are automatically imported when you import slides from Microsoft PowerPoint.

If you export your project to Microsoft Word to create handouts, you have the option to include slide notes in the document. This can be useful when you want to add extra information for reviewers when you publish the project as a Microsoft Word document.

Convert slide notes to speech or closed captioned text

You can convert text in the slide notes into an audio file using text-to-speech software from NeoSpeech™ or Loquendo™. You can install these software using the Adobe Captivate installation CD or download them from the Adobe website. For detailed instructions on how to install these text-to-speech converters, see "Install text to speech converters" on page 51.

You can also use third-party voices or the voices installed with your operating system. See "Using third-party voices for speech text" on page 52.

When you convert text to speech, the audio file is inserted into the corresponding slide. Multiple slide notes are merged into a single audio file and appear on the Timeline as a single object. You can also convert slide notes in the panel to closed captions in a single click.

The audio file pauses at locations where you have inserted commas or periods in the slide notes.

When you play the movie:

- The slide notes are read aloud to the user.
- The closed caption text on the slide is displayed to the user.

1 To convert the slide notes to audio:

   a Select the check boxes in the text-to-speech column and corresponds to the notes you want to convert to audio.

   b Click Text-to-Speech.

   c In the Speech Management dialog box, select a speech agent and click Generate Audio.

   To convert additional text to speech, click the + icon, type the text, and then click Generate Audio.

   Note: *When you edit a slide note, you must click Generate Audio again for the changes to be applied.*

2 To convert the slide notes to closed captions:

a Select the check boxes in the closed captions column and corresponds to the notes you want to convert to closed captions.

Note: *The closed captioning check boxes are greyed out if you the slide does not contain an audio. If a slide contains video closed captions and then you add audio closed captions, the latter takes precedence.*

b Click Closed Captioning.

c Click the + icon to add additional closed captions. Click the '-' icon to remove closed captions.

d To time a closed caption, click the header of the caption that displays the start and end time, and drag the playhead in the audio clip.

e Click CC Project Settings to change the font, size, color, background, and the number of lines in which the captions must be displayed.

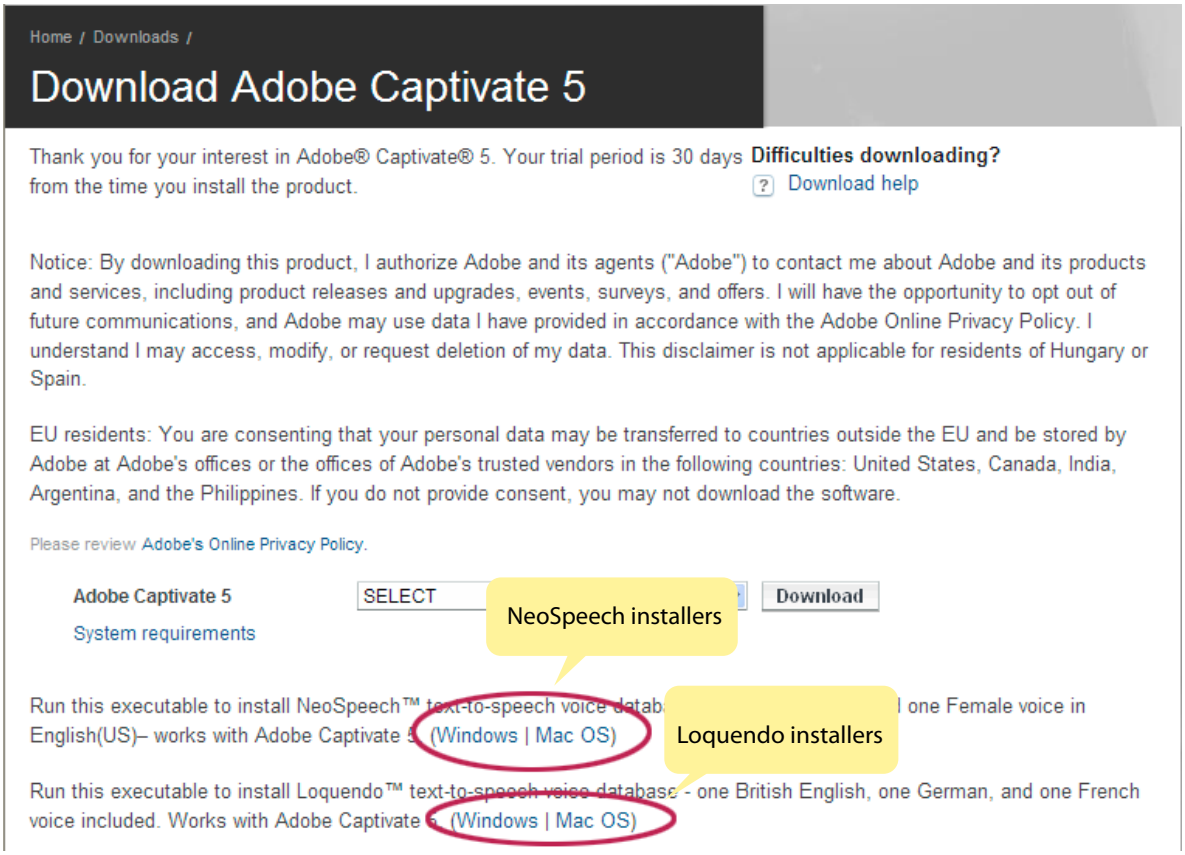
f To enable the display of closed captions in the published projects, go to Project > Skin Editor, and click Closed Captioning.

The 'CC' button appears in the playbar. While playing or previewing the project, click the 'CC' button to view the closed captions.

Install text to speech converters

If you have not installed the text-to-speech software during installation, do one of the following:

- Install using the Adobe Captivate installation CD. Re-run the installation CD and do one of the following:
  - (Windows only)Click Install Text To Speech Voices in the autoplay options.
  - Run the .exe (Windows) or the .app (Mac) file in one of the following folders on the installation CD:
    - Add-ons/Loquendo Text To Speech Voices
    - Add-ons/NeoSpeech Text To Speech Voices
- Download the installers from this website. The following illustration shows the location of the installers on the download site:


Home / Downloads /
Download Adobe Captivate 5
Thank you for your interest in Adobe® Captivate® 5. Your trial period is 30 days from the time you install the product.
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Please review Adobe's Online Privacy Policy.
Adobe Captivate 5
SELECT
Download
System requirements
NeoSpeech installers
Loquendo installers
Run this executable to install NeoSpeech™ text-to-speech voice
one Female voice in English(US)– works with Adobe Captivate
(Windows | Mac OS)
Run this executable to install Loquendo™ text-to-speech voice
- one British English, one German, and one French voice included. Works with Adobe Captivate
(Windows | Mac OS)

Download location of text to speech converters

If you have problems installing the text to speech software, see www.adobe.com/go/learn_ttsmac_en.

With NeoSpeech, you can convert your text to English voices. With Loquendo, you can choose to convert your text to one of the following voices:

- German
- French
- British English

When you use these voices, you can modify different aspects of the narration using the native NeoSpeech and Loquendo tags.

See www.adobe.com/go/learn_neospeechtags_en to know how you can tweak the speed, pitch, and volume of NeoSpeech voices.

See www.adobe.com/go/learn_loquendotags_en to know how you can transform the narration of text using Loquendo tags.

Using third-party voices for speech text

You can purchase voices from third-party vendors and use them seamlessly in Adobe Captivate.

Note: *Ensure that these voice comply with your operating system's speech APIs.*

Install the voices on your computers using the installers provided by the vendors. The new installed voices get listed in the Speech Agent list of the Audio > Speech Management dialog box.

Resolving the, "unable to decode and import the selected wav - mp3 file" error

This error might be displayed when you are using Adobe Captivate on Windows Vista. You must register the Adobe DLL to fix this error.

1. Close Adobe Captivate.
2. Run Command Prompt in the admin mode.
3. Enter the location of the directory where you have installed Adobe Captivate.
4. Run regsvr32 NSAudio.dll. The message, "Registration of DLL successful" is displayed.
5. Right-click Adobe Captivate in the Program Files menu, and select Run As Administrator.

Add speech text to multiple slides

You can add speech text to multiple slides using the Speech Management dialog box. To add variety to the movie, you can choose different speech agents for different slides. For example, you can use a male voice and a female voice for alternate slides.

1. Select Audio > Speech Management.
2. In Speech Management dialog box, select the slides to which you want to add the slide notes, and click the + icon.
3. Type the slide notes in the highlighted areas.
4. To generate audio for the slide notes:
   a. Select the slide notes to be converted to audio.
   b. In the Speech Agent list, select the voice that you want to use for the audio.
   c. Click Generate Audio.

   Note: *When you edit a slide note, you must click Generate Audio again for the changes to be applied.*

Disable closed captions in a slide

You can prevent closed captions from appearing when the movie is played. Clear the check boxes in the closed captions column corresponding to the notes in the Slide Notes panel.

Delete slide notes

To delete slide notes, click next to the arrow that corresponds to the slide notes and then click the '-' icon.

Slide transitions

Transitions are special effects that appear when one slide changes to another. Transitions signal the end of one slide and the beginning of another.

1. In the Filmstrip, click the slide for which you want to add a transition effect.
2. In the General area of the Property Inspector, select one of the effects from the Transition list.

3 If you want to apply the transition to all slides, select multiple slides in the Filmstrip and specify the required transition effect.

Tips for introductory slides

- Add sound. Adobe Captivate makes it easy to add sound to projects, and sound is very powerful in an introduction. You can add existing sound files or record your own voice-over. You can include a welcome message or play some appropriate music.

  Adobe Captivate contains a gallery that has buttons, sounds, and animations (in SWF format) for you to use in your projects. By default, the gallery is stored in the following location when you install Adobe Captivate: C:\Program Files\Adobe\Adobe Captivate 5\Gallery (on Windows); /Applications/Adobe Captivate 5/Gallery (on Mac OS).

- Use special effects. If you are going to use special effects in your project, why not start off with them? Special effects (such as fading, for example) create a polished and professional look right from the start.
- Use animated text. For an easy and impressive introductory slide, use the Adobe Captivate animated text feature. This is a fast way to create a sophisticated look for your project.
- Use captions strategically. Add multiple captions to your introductory slide and then carefully set their timing so they fade in and out, one at a time.

Chapter 6: Adding and Managing Objects

Objects are different elements that you can add to Adobe Captivate slides. These objects enhance the usability and interactivity of your Adobe Captivate project.

Adobe Captivate objects can be broadly classified as follows:

Interactive objects Objects that perform an action when the user interacts with them using a mouse or keyboard. You can assign a score for user interactions with such objects.

For example, a click box is an interactive object that performs a defined action when the user clicks it. You can assign points for every correct click. The following interactive objects are available in Adobe Captivate:

- "Click boxes" on page 118
- "Text entry boxes" on page 121
- "Buttons" on page 114
- "Widgets" on page 127

Noninteractive objects Objects that are used to display information to the user. You cannot assign scores to noninteractive objects.

The following noninteractive objects are available in Adobe Captivate:

- "Text captions" on page 72
- "Rollover captions" on page 82
- "Highlight boxes" on page 84
- "Mouse" on page 85
- "Rollover slidelets" on page 88
- "Zoom areas" on page 91
- "Images and rollover images" on page 93
- "Drawing tools" on page 98
- "Animations" on page 101
- "Animated text" on page 104
- "FLV/F4V" on page 105

Controlling the visibility of objects

You can hide an object on a slide, and define conditions that must be satisfied for the object to be displayed.

The following example illustrates how to hide an image on a slide until the user clicks the Show Image button.

1 Select Insert > Image to insert an image on the slide.

2 In the Property Inspector, type a name for the image in the Item Name text box. For example, My_Image.

3 Clear the Visible check box.

4 Select Insert > Standard Objects > Button.

5 In the Action area of the Property Inspector, select Show in the On Success list, and then select My_Image in the Show list.

When you play the movie, the image appears only when you click the button.

Object style

Object style is a set of visual attributes, such as color and font, which you apply to an object. These styles let you provide a uniform appearance to objects that are used across slides and projects.

With this feature, you can

- Use a predefined object style or create a custom object style, and apply it to as many objects as required
- Create a custom object style by modifying the predefined style attributes
- Import or export custom object styles from one project to another
- Search for objects that use a specific style

Create and apply object styles

1 Go to Edit > Object Style Manager.

2 From the list of objects, select the object for which you want to define a style.

3 From the list of styles, select a style that is most relevant for the new style you want to create.

4 Click Clone, and then enter a name for the style.

5 Specify the style properties, and click OK.

6 To apply the style to an object, select the object and then select an object style from the Properties panel.

Specifying default object styles for the current project

1 Open the project for which you want to specify the default object styles.

2 Go to Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

3 To specify

- The default object styles while recording, click Recording > Defaults in the Category list, and then specify the styles.
- The default styles for quiz objects, click Quiz > Default Labels in the Category list, and then specify the styles.
- The default styles for all other types of objects, click Global > Defaults in the Category list. Then specify the styles in the Object Defaults section.

Specifying default object styles for all projects

1 Close all projects in Adobe Captivate.

2 Go to Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

3 To specify

- The default object styles while recording, click Recording > Defaults in the Category list, and then specify the styles.

- The default styles for all other types of objects, click Global > Defaults in the Category list. Then specify the styles in the Object Defaults section.

The default object styles will be applied to all new projects that you create after specifying these preferences.

Editing object styles

Edit object styles using the Properties panel

The changes made to the object styles using the Properties panel are applied only to the selected instances of an object. When an object style is modified using this panel, the name of the style is prefixed with a '+' mark. This mark indicates that the style is now in an overridden state.

- Click to apply the changes to objects that use specific styles. Click to merge the changes into the style. To replace any overridden instances of the style in the project, select Replace Overridden Styles.
- Click to create a style that contains the modifications.

Edit object styles using the Object Style Manager

1. Go to Edit > Object Style Manager.
2. From the list of objects, select the object whose style you want to edit.
3. From the list of styles, select the style you want to edit.
4. Modify the properties of the style as required.
5. Do either of the following:
   - To apply the changes and continue working with the Object Style Manager, click Apply.
   - To apply the changes and exit the Object Style Manager, click OK.

The changes made to the object styles using the Object Style Manager are applied to all instances of the object. However, instances of objects that are in the overridden state (indicated by a '+' mark in the Properties panel) are not updated with the changes. To update such objects, select the objects and click in the Properties panel.

Export, import, and delete object styles

❖ Go to Edit > Object Style Manager.

- To export, select an option in the Export drop-down list and then click Export. Select a location to store the object style (in .cps format).
- To import, click Import and then select the .cps file that corresponds to the required object style.
- To delete, select the style to delete. Select a style to replace the current style, and then click OK.

Finding objects with specific styles

1. Go to Edit > Find And Replace. The Find And Replace panel appears.
2. Select the type of object in the Search In drop-down list.
3. Select the style in the Style drop-down list.
4. Do either of the following:
   - To find the objects that use the specified style one after the other, click Find Next.

- To find all the objects in the project that use the specified style, click Find All. The search results are grouped slide-wise in the Find And Replace panel.

Object effects

Object effects help you quickly draw users' attention to the required objects on a slide. To see the effects that you can apply to objects, select an object, go to Window > Effects, and click fx.

For a detailed description of these effects, see this post on Lieve Weymeis's blog.

You can create effects in Adobe Flash and use them in Adobe Captivate. For more information, see "Creating custom effects in Adobe Flash" on page 59.

For an overview of object effects, see www.adobe.com/go/learn_cp_objecteffects_en.

Showing and hiding the Effects panel

Go to Windows menu, and then click Effects.

Options on the Effects panel

Effect Properties Properties of an effect that is applied to an object.

Live Preview Mode Shows how the object effect looks when the video is played.

Animation Trigger The trigger for a specific object effect. The triggers can be time-based or event-based. Object effects with the time-based trigger are applied after the previous object is played. Object effects with event-based triggers are applied when specific events occur, such as, a click of a button or an entry to a specific slide.

For a specific object, you can apply effects with both time-based and event-based triggers. Object effects with event-based triggers take precedence over effects with time-based triggers.

Creating event-based animation triggers

1. Select the object that is the base for the event. For example, to apply an effect to an object after a specific slide begins, select the slide.
2. In the Actions panel, select Apply Effect in the On Enter or On Success drop-down lists.
3. In the Object Name drop-down list, select the object to which you want to apply an effect.

An event-based animation trigger for the selected object is created and listed in the Effects panel. You can choose the event-based trigger while applying an effect to this object.

Applying effects to objects

1. Right-click (Windows) or Control-click (Mac OS) the object and then select Effects.
2. In the Animation Trigger drop-down list, select a trigger for the effect. By default, the time-based trigger is selected. To apply the object effect when a specific event occurs, create an event-based trigger, and then select it in the Effects panel.
3. Click fx and select the effect to apply to the object. To use an already saved effect, click Browse and locate the XML file that corresponds to the effect.

   You can create a sequence of effects by applying multiple effects to a single object.

4 Click Live Preview Mode to preview the effect on the object. Click Edit Mode to return to the editing mode.

5 To apply the effect to multiple objects, click and select either

- **Apply To All Items** To apply the effect to all objects that belong to the object type.
- **Apply To All Items Of Same Style** To apply to all objects that use the same object style.

For more information on object effects, see www.adobe.com/go/learn_introtoeffects_en.

Defining motion paths for objects

1 Right-click (Windows) or Control-click (Mac OS) the object and select Effects.

2 In the Animation Trigger drop-down list, select a trigger for the effect. By default, the time-based trigger is selected. To apply the object effect when a specific event occurs, create an event-based trigger, and then select it in the Effects panel.

3 Click , select Motion Path, and then select the type of motion path you want to apply.

4 Click the symbol that appears at the right corner of the object. The direction of the motion path indicated by an arrow appears.

5 To change the direction of motion, click the arrowhead and drag it in the new direction.

Modifying object effects

Use the Effect Properties panel in the Effects panel to modify the properties of an object effect. To show or hide properties, change the default values, or the range of values, edit the `<effect_config>` section in the XML file of the object effect. The XML files for the default object effects are at <Installation folder>/Gallery/Effects (Windows) \Applications\ Adobe Captivate 5\Gallery\Effects (Mac OS).

Creating custom effects in Adobe Flash

You can save the classic tweens as XML files in Flash and then use the effects in Adobe Captivate. To select and apply an effect created in Flash, select the object, click in Window > Effects panel, and then click Browse.

You can create the effects with any default duration you want. For a 30 fps project, an effect with 60 frames has a default duration of 2 seconds.

To make the parameters of the effect available on the user interface for editing, edit the XML file to specify the required parameters. These parameters appear on the left side of the Effects panel.

To enable editing of parameters:

1 Open the XML file and in the `Keyframes` element, identify the property that you want to make available for editing on the user interface.

This property typically has a numerical value assigned to it. For the list of properties that the `Keyframes` element can contain and their description, see www.adobe.com/go/learn_cp_flashactionscript_en.

2 Change the numerical value of the property in the `Keyframes` element to a string.

3 Add a new element, `effect_config` to the XML file. In this element, add a `config_item` element for every property that you want to make available for editing on the user interface. For details on the elements and attributes that you can add in this element, see "XML elements for effects configuration parameters" on page 60.

4 In the `config_item` element (child of `effect_config`), add the attribute `property_value`.

5 Specify the string that you assigned to the property in step 2 as the value for this attribute.

6 Add the other attributes, such as `type` and `default_value`. For more information, see "XML elements for effects configuration parameters" on page 60.

7 Repeat steps 4, 5, and 6 to enable editing for as many properties as you want.

XML elements for effects configuration parameters

The hierarchy of the `effect_config` element is as follows:

```
<effect_config>
    <config_item>
        <effect_property type="number" property_value="BLUR_X" default_value="50">
    </config-item>
    <config_item>
        <effect_property type="list" property_value="QUALITY" default_value="1">
            <list_items>
                <list_item>
                </list_item>
            </list_items>
        </effect_property>
    </config_item>
    <config_item>
        <effect_property type="color" >
            <effect_sub_property>
            </effect_sub_property>
        </effect_property>
    </config_item>
</effect_config>
```

Element	Attribute	Value	Type	Description
`effect_config`	`effect_type`	`motion_path`		Use this attribute to display the handles for editing the x and y coordinates of the motion path.
`config_item`	`display_name`		String	Specify the name of the configuration item (property) displayed to users on the Effects panel.
`effect_property`	`property_value` This attribute is mandatory.		String	Specify the value of the configuration item. This value must be the same as the one that corresponds to the appropriate property in the 'Keyframes' element. For example, in the Glow.XML file (Gallery > Effects > Filters), the Keyframe element contains BLUR_X as the value for blurX. To make the value of 'blur' editable from the user interface, add BLUR_X as the property_value in the effect_config element.
	`default_value`		Number	Specify the default value displayed on the user interface.

	`valid_range`
	Syntax:
	`valid_range="{{0,255}}"`
			Number	Specify the range of values applicable for the configuration item. For example, valid_range="{{0,255}}" indicates that the lowest value is 0 and the highest is 255.
				You can specify the attribute 'modifiers' to modify the value specified on the user interface.

Element	Attribute	Value	Type	Description
	`type` This attribute is mandatory.	`number`		Use this type to indicate that the configuration item is a number. You can specify the following attributes with this type: • valid_range • increment • modifiers • decimal_places
		`list`		Use this type to indicate that the configuration item is a drop-down list. You can specify the following attributes with this type: • name • value
		`color`		Use this type to indicate that the configuration item is to be associated with a color palette. You can specify the following attributes with this type: • rgb • alpha
		`bool`		Use this type to indicate that the configuration item is a Boolean. The configuration item is associated with a check box. The default value can be true or false.
		`seperator`		Use this type to separate the configuration items with a horizontal space on the user interface. This type can be used only for the config_item element.
	`increment`		Number	Specify the value by which the parameter must be incremented when you click the parameter value, hold-down the mouse button, and move the mouse.

	`modifiers`
	Syntax:
	`modifiers= "{offset:0,multiplier:0.01}"`
		• `offset`
		• `multiplier`
			Number	Use this attribute to modify the value specified on the user interface. Use Offset to increase or decrease the value specified on the user interface. To decrease the user-specified value, use a negative number as the Offset.
				Use multiplier to multiply the value specified on the user interface by a number.
				This attribute can be used with the type 'number' only.

	`decimal_places`		Number	Specify the number of decimal places to be allowed for the configuration item. For example, a value of 3 allows you to specify 0.001 and not 0.00001.
`list_item` (child of `effect_property` and `list_items`)	`name`		String	Specify the name of the list item(s).

Element	Attribute	Value	Type	Description
	`value`		Number	Specify the value that must be posted back to the Keyframes section when users select a list item.
`effect_sub_property` (child of `effect_property`)	`rgb`			Use this attribute to specify the default hexadecimal RGB number. For example, specify rgb="ff0000" for red. This attribute is valid for the type 'color' only.
	`alpha`		Number	Use this attribute to specify the default transparency of the color. This attribute is valid for the type 'color' only.

Best practices for creating effects in Flash

- Ensure that the FPS of the Flash application you are creating for effects is 30.
- Ensure the value of 'property_value' in the effect_config section of the effect file (XML file) is the same as that of the one in the Keyframe section.
- Break a single effect into multiple effects if the number of parameters is more than five. You can then create a sequence of these effects to achieve the desired result.
- Avoid exporting an effect created using frame by frame animations in Flash. You cannot achieve the desired results when such effects are used in Adobe Captivate.

  Instead, create effects using classic tweens and import these tweens into Adobe Captivate.
- Group the effect parameters by keyframes. You can use the 'seperator' type to group related properties.
- Check if the XML file of the effect exported from Flash is valid, before using it in Adobe Captivate. To do so, open the XML file in a browser or an XML editor.

Saving and deleting effects

1 Click in the Effects panel.

2 Browse to the location where you want to save the effect or the effect sequence, and click Save. The effect sequence is saved as an XML file.

3 To delete an effect, select the effect, and then click .

After saving an effect sequence, you can apply it to another object in the project.

When you use the effect sequence again (at least once) in the project, it becomes available in the Advanced Actions dialog box.

Note: *However, when you apply the effect sequence using this dialog box, the result of the effect may differ. For example, the duration of the effect does not get scaled proportionately based on the object's timeline. See www.adobe.com/go/learn_introtoeffects_en for more information.*

Apply shadows to objects (5.5)

You can apply shadow effects to all objects in Adobe Captivate, including the placeholder objects. You can also apply shadow effects to objects on Master Slides.

1 Select the object on the slide. You can also select multiple objects by holding down the Shift key (Windows) or the Control key (Mac).

2 In the Property Inspector, click Enable in the Shadow accordion. The shadow is applied to the object with default settings. If you have applied a shadow to any object before, those shadow settings are applied by default.

3 To modify the shadow, do one or both of the following actions:

- Click one of the options in the Direction check list.
- Click one of the preset options, or specify the required properties, such as, color (with transparency), distance, blur, and angle.

  Note: *You can modify these properties even after selecting a preset.*

4 To apply the effect to multiple objects, click and choose one of the options.

Apply shadows through object effects

Select the object and click Add Effect > Filters > DropShadow in the Effects panel (Windows > Effects).

If you apply a shadow to an object using both Property Inspector and Effects panel, both settings are applied based on the effect's timeline.

For example, consider that you have applied a gray color shadow to a rectangle using the Property Inspector. You then apply the shadow object effect to the rectangle, and specify the color as green. You time the effect such that it gets triggered 2 seconds after the slide begins and lasts until the end of slide.

When the project is played, the gray shadow is displayed for the first 2 seconds. After 2 seconds, both gray and green color shadows are displayed for the rest of the slide.

Here are the differences between the two methods of applying shadows to objects:

Through Property Inspector	**Through Effects panel**
The shadow is applied to the object instantly.	The shadow is applied based on the timeline of the shadow effect.
The shadow is visible to you at edit time, on stage.	The shadow is not visible during edit time. You can see the effect applied during the preview or in the published output.
The shadow can be merged with the slide background by clicking 'Merge with Background'.	The shadow cannot be merged with the slide background.

Rotate objects (5.5)

You can apply a 2D rotation to objects on a slide. 2-D rotation is turning of an object by an angle about a fixed point, which in Adobe Captivate is the center of the object.

You can rotate all objects except the following:

- Slidelet
- Mouse

- Answers for question slide objects
- Zoom destination and Zoom source

1 Click the object that you want to rotate. A rotation symbol appears at the top handle of the object.

2 Click the symbol and move the mouse in the direction. While you move the mouse, Adobe Captivate displays a dotted-line preview of the position of the object on the stage.

3 Release the mouse button when the object is positioned in the required angle.

Alternatively, select the object on stage, and specify the angle of rotation in the Property Inspector (Transform accordion > Angle).

When you rotate objects with text, the text is also rotated along with the object.

To reset the rotation angle to 0°, double-click the rotation symbol.

Note: *The rotation is not applied to animations and slide videos while they are played on stage. Adobe Captivate applies the rotation appropriately in the project preview and published output of the project.*

Object rotation and object effects

You can rotate objects through object effects too. If you apply a rotation object effect to an already rotated object, it rotates further when the effect gets triggered.

For example, consider that you have rotated a rectangle by 45°. You then apply the rotation object effect to the rectangle, and specify the angle as 30°. You time the effect such that it gets triggered 2 seconds after the slide begins and lasts until the end of slide.

When the project is played, the rectangle is rotated by 45° for the first 2 seconds. For the rest of the slide, the rectangle is rotated by 75°.

Rotation of objects in a slidelet

The rotation of objects within a slidelet is limited by the boundaries of the slidelet. This means, if you rotate an object and a portion of it potentially protrudes out of the slidelet boundary, then the rotation does not take effect.

Manage Library objects

View objects in the Library

1 Select Window > Library.

The Library panel appears.

2 Open a folder (Audio, Backgrounds, Images, Media) to view the objects in that category.

3 Click an individual object to display it in the Library preview pane.

In addition to viewing image files, you can play audio and animation files in the Library preview pane.

Reuse an object listed in the Library

1 Select Window > Library.

2 In the Library panel, expand the folder for the category of object you want to reuse.

3 Click the object that you want to reuse and preview the object in the preview pane.

4 Drag the object to the selected slide or slidelet. The object becomes a part of the slide or slidelet depending on where it is placed.

Note: *After you copy the object to the slide, editing the properties of the object will not affect other instances of that object in the project.*

Reuse an object in a different project Library

1 Select Window > Library.

2 In the toolbar of the Library panel, click the browse icon.

3 Navigate to, and select, the project that contains the objects you want to reuse and click Open.

The library for the other project opens in a separate and expandable window.

4 Click to select the object that you want to reuse.

5 Drag the object to the selected slide stage or to the appropriate folder in your current project Library.

The new objects now appear in your current project Library, even if you dragged them directly onto a slide. You can reuse them as many times as you want.

Note: *After you open the Library of another Adobe Captivate project, that project stays in the Open Library menu. You can quickly access that project Library at any time.*

More Help topics

"Adobe Captivate Library" on page 15

Delete unused objects from the Library

1 In the Library panel (Window > Library) of your project, click . The unused items are highlighted in the Library.

2 Click .

Managing objects with the Main Options toolbar

The Main Options toolbar contains the following icons to help you manage objects:

- Cut, copy, paste, delete, and duplicate
- Record additional slides for the current project
- Record audio
- Record background audio
- Collaborate (using Acrobat.com)
- Bring selected object to front
- Send selected object to back
- Bring selected objects forward in z-order

- Send selected objects backward in z-order
- Snap to object
- Show/hide grid
- Snap to grid

Copy, paste, and duplicate objects

After you have created an object, you can copy that object and paste it onto the same slide, a different slide in your project, or several slides in your project at the same time. This can save you a great deal of time, especially if you create intricate objects with specific sizes, colors, and formatting.

You can also copy and paste objects between different projects.

Note: *To reuse media objects that appear in the Library, simply drag the object from the Library onto the slide.*

When objects from a slide are copied into a slidelet, the following properties of the objects are modified:

- If timing for the object is specified as Rest Of Slide or Rest Of Project, it is changed to Rest Of Slidelet.
- The option Synchronize With Project loses its validity for FLV files.

Copy an object to a different slide

1. Open the slide that contains the object.
2. Right-click (Windows) or Control-click (Mac OS) the object and select Copy.
3. Open the slide to which you want to copy the object.
4. Right-click (Windows) or Control-click (Mac OS) the slide and select Paste.

Copy an object to multiple slides

1. Open the slide that contains the object.
2. Right-click (Windows) or Control-click (Mac OS) the object and select Copy.
3. In the Filmstrip, select the slides to which you want to copy the object. Hold down the Shift key and click consecutive slides, or hold down the Control key and select any slides, even if they are not consecutive.
4. Right-click (Windows) or Control-click (Mac OS) a selected slide and select Paste.

Copy objects from other projects

You can copy and paste objects from other projects. This strategy can save you a great deal of time. For example, suppose you have created a detailed object in another project. Simply copy and paste the object into any new projects you create.

Note: *To reuse media objects from another Adobe Captivate project, open that project Library from within your current project Library. Then drag objects directly onto a slide or into the current project Library for easy reuse.*

1. Open the Adobe Captivate project that contains the object you want to copy.
2. Right-click (Windows) or Control-click (Mac OS) the object, and select Copy.

3 Open the Adobe Captivate project to which you want to add the object copied in the previous steps.

4 Right-click (Windows) or Control-click (Mac OS) the slide to which you want to add the object.

5 Select Paste.

Duplicate objects

Duplicating objects is an easy way to reuse content. For example, you can duplicate a detailed caption and change some of the text to quickly add more information to your project.

Note: *To reuse media objects that appear in the Library, simply drag the object from the Library onto the slide.*

1 Open the slide that contains the object you want to duplicate.

2 Right-click (Windows) or Control-click (Mac OS) the object and select Duplicate.

The object you selected is duplicated and the new object is placed on the slide. You can edit and work with the new object just like the original object.

Align objects

Align multiple objects on a slide

If you have multiple objects on a slide, Adobe Captivate can automatically and perfectly align the objects for you. This is an easy way to create precise and professional-looking project slides.

You have many options for aligning objects both vertically and horizontally. Some of the alignment options depend upon the location of the anchor object. The anchor object is simply the first object you select. You might want to select the largest object or the object that appears first as the anchor object. So that you can easily identify the anchor object, it appears with white resizing handles, while any subsequent objects you select appear with black resizing handles.

The alignment is based on the registration point of an object, which is the upper left corner of the surrounding box of the object. This point is constant in Adobe Captivate and cannot be changed. In objects with thick strokes, the registration point is in the center of the strokes. For more information on registration points, see this blog by Lieve Weymeis.

1 Open the slide in which you want to align the objects. The slide must contain multiple objects.

2 Select Window > Align.

3 Select the objects on the slide by holding down the Shift key and clicking the individual objects.

4 Do one of the following:

- Click an alignment option on the alignment toolbar.
- Right-click (Windows) or Control-click (Mac OS) the selected objects, choose Align, and select the appropriate option from the pop-up menu.

The x (horizontal) and y (vertical) coordinates of the mouse are automatically displayed in the lower-right corner of the Adobe Captivate project window as you move the mouse. Knowing exact coordinates can help you place objects in a precise location on a slide. When aligning objects, it can be helpful to display the grid.

You can move objects using only the keyboard. Select an object and press an arrow key on your keyboard to move 1 pixel at a time. To move an item by the number of pixels defined in the grid, select an object and press Control+arrow key.

To change the height or width of an object by 1 pixel, hold Alt and press an arrow key. Similarly, hold Alt+Shift and an arrow key to change the size 15 pixels at a time.

Aligning objects on the Timeline

The Timeline lets you align objects easily. For example, you can align objects to the playhead, the start of a slide, the end of a slide, another object, or a point in time.

Display the Adobe Captivate Timeline

1 In an open project, double-click a slide that contains objects you want to align.

2 If it is not open already, show the Timeline by clicking the splitter bar. To expand the Timeline, click the display arrow. You can also open the Timeline from the View menu by selecting the Show Timeline option, or using Control+Alt+T.

Align an object to the playhead

When you sync an object to the playhead, the object moves to the location of the playhead in the Timeline.

- Right-click (Windows) or Control-click (Mac OS) an object on the Timeline and select Sync With Playhead.

Sync with Playhead

Align an object to the start of a slide

- Click an object on the Timeline and drag it to the left side of the Timeline.

Extend the playing time of an object to the end of a slide

- Right-click (Windows) or Control-click (Mac OS) an object on the Timeline and select Show For Rest Of Slide.

Align an object to a point in time

- Click an object on the Timeline and drag it to the left or right so that the left edge of the object bar aligns with the correct time in the header.

  For example, if you have a caption that currently appears at the same time the slide displays, but you want a slight delay, drag the caption so that its left edge aligns with 2s (a 2-second delay) or 4s (a 4-second delay) in the header.

  You can select multiple objects and move them at the same time. Hold down the Shift key and click objects to select consecutive stacked objects in the Timeline or to select nonconsecutive objects, hold down the Control key and click the objects to move.

  You can adjust the zoom level of the Timeline easily. Click in the Timeline ruler and spin the mouse wheel on your mouse to increase or decrease the zoom level. Alternatively, use keystrokes to change the zoom level. Click the ruler and then press Control+[to decrease the zoom level, Control+] to increase the zoom level, or Control+W to set the zoom level so that all objects will fit in the current Timeline.

Align objects with the grid

Adobe Captivate contains an optional grid that you can display while working on individual slides. The grid lets you more accurately place and position objects on a slide.

You can also select the Snap To Grid option if you want objects that are placed near grid lines to automatically "snap" to the nearest lines.

Display the grid

Select View > Show Grid in an open project.

The grid, a light pattern of dots, appears on the slide.

Align objects with grid lines

Select View > Snap To Grid in an open project.

To test the snap-to-grid behavior, add an object such as a highlight box to the slide, and then move the box. As you move the box, it automatically lines up with the grid lines.

Change the grid scale

1. In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Category panel, select Global.
3. In the Grid Size field, enter a new value for Grid size. Larger numbers display fewer grid lines; smaller numbers display many grid lines for more precise object placement.

The x (horizontal) and y (vertical) coordinates of the mouse are automatically displayed in the lower-right corner of the Adobe Captivate project window as you move the mouse. Knowing exact coordinates can help you place objects in a precise location on a slide.

You can move objects using only the keyboard. Select an object and press an arrow key on your keyboard to move 1 pixel at a time. To move an item by the number of pixels defined in the grid, select an object and press Control+arrow key.

Resize and reposition objects by pixel

You can change the X and Y coordinates and the width and height of the objects in the Transform area of the Property Inspector.

Change the display order of objects

Adobe Captivate lets you add multiple objects, such as captions, highlight boxes, animations, or images to slides. You specify the order in which objects appear. Use the Timeline to precisely adjust the timing of all objects on a slide.

1. In an open project, navigate to the slide that contains the objects whose order you want to change.
2. Change the order and timing of objects as required.

   For example, move the mouse over the left or right edge of an object on the Timeline until the resize cursor appears. Then drag the edge left or right to change when and for how long the object appears.

   If you have an object that currently appears at the same time the slide appears, but you want a slight delay, move the mouse over the center of the object on the Timeline until the hand appears; then drag the entire object so the left edge aligns with 2s (a 2-second delay) or 4s (a 4-second delay) in the header.

3 If you have two overlapping objects on the slide, specify the object you want to appear frontmost by setting the stacking order. To change the stacking order, move objects to the back or front of the slide Stage. The key point to remember is that objects at the back of the Stage appear behind other objects. Use one of the following methods to set the stacking order:

- Right-click (Windows) or Control-click (Mac OS) an object on the slide and select one of the object order options. If necessary, Right-click (Windows) or Control-click (Mac OS) other objects on the slide and adjust their order.
- In the Timeline, move the pointer over an object until the hand appears. Then drag the object up or down to change its position in the stacking order. Moving an object higher in the stacking order moves it to the front of the Stage. Moving an object lower moves it to the back of the Stage.

  Note: *If the order for a slidelet is changed, the objects it contains are also moved back or forward along with the slidelet.*

Merge objects into a slide

You can merge any object that you create and place on a slide, including images, captions, click boxes, highlight boxes, text entry boxes, and buttons. Merging permanently removes the interactivity of the object, making it an image of the object.

The merging feature is useful in several situations. For example, suppose you import a large image into a slide that contains other objects. You can merge the image into the slide so that it becomes a static background for the other objects. You can also make text a permanent part of a slide by creating a transparent text caption and then merging the caption.

1 Open the slide that contains the object you want to merge.

2 Right-click (Windows) or Control-click (Mac OS) the object that you want to merge into the slide, for example, an image, caption, or click box.

3 Select Merge Into Background from the pop-up menu.

4 The object is merged into the slide.

  Note: *Merging objects in a slidelet into the background will merge the object into the slidelet background.*

Edit object information using the Advanced Interaction panel

The Advanced Interaction panel (Project > Advanced Interaction) provides an overview of all interactive objects in your project. The objects are grouped slide-wise.

This panel contains the following information that helps you analyze the actions and properties associated with the interactive objects:

Slide/Object This column shows the slide number and label, or the type of object.

Instance Name This column shows the name of the object's instance.

On Success This column shows the navigation that follows the slide if the user successfully completes an object's action. For more information, see "Project navigation using interactive objects" on page 126.

Attempts This column shows the maximum number of attempts you have set as a limit for an interactive object.

On Failure If an object or slide has the possibility of failure (for example, if an incorrect answer is selected in a multiple-choice question), this column shows where the slide leads after failure. For more information, see "Project navigation using interactive objects" on page 126.

Shortcut View and edit keyboard shortcuts for a slide or object in this column.

Time Limit This column shows the time limit for specific objects.

Points This column shows the total points associated with each scoreable object or question slide.

Add To Total indicates the total value if scored objects are included in the total points.

Include In Quiz Indicates whether the interactive object carries a score for the overall project quiz.

Report Answers Indicates whether or not your project quiz scores are integrated with a learning management system (LMS).

Objective ID and Interaction ID These columns contain the ID numbers, if you assign them, for integration with a learning management system (LMS).

Note: *To make reviewing the project information easier, click the print icon to print the tabular view of the interactions in the panel.*

To edit the properties of objects:

1 In an open project, select Project > Advanced Interaction, or press F9.

The Advanced Interaction panel appears, populated with a collapsible list of all interactive objects in the project.

2 Filter the list by clicking the buttons at the top of the dialog box that correspond to the object types that you want to view.

Note: *You can choose to filter by all scorable objects, click boxes, text entry boxes, buttons, questions, or hidden slides.*

3 Click a slide title or object to select it. The Property Inspector of that object appears and lets you edit the properties.

Chapter 7: Noninteractive Objects and Media

This chapter describes the noninteractive objects available in Adobe Captivate. Noninteractive objects are used to display information to the user. You cannot assign scores to noninteractive objects.

Text captions

You can use text captions for the following:

Draw attention to specific areas of the slide Use text captions to point out menu options or icons or to focus user attention on easily overlooked details. When you are not using voice-over narration, you can use text captions instead.

Add text to a slide The only way in which you can add plain text to a slide in Adobe Captivate is using transparent text captions. For more information, see "Add plain text to a slide" on page 74.

You decide how text captions appear (font, size, color, and so on). Adobe Captivate provides a wide variety of predefined text caption styles, but you can also create custom styles that match the standards of your company.

The following types of captions are available in Adobe Captivate:

Regular Use regular captions to "talk" to the viewer about features on the screen. You can have Adobe Captivate automatically generate text captions based upon what is recorded. For example, when you click the File menu during recording, Adobe Captivate creates a text caption that says "Select the File menu item." It then places the text caption on the slide showing the action. Alternatively, you can insert such text captions into the slides manually and edit them.

Captions for interactive objects Interactive objects are associated with success, failure, and hint captions. These captions are automatically generated for the objects when you record in some of the modes.

- **Success** The success caption is displayed when the user performs the desired action on the object.
- **Failure** The failure caption is displayed when the user performs an action other than what is set in the application.
- **Hint** You can use hint captions to help users when they are unable to perform a certain task. Hint captions are displayed when the user moves the mouse over the object.

Tips for creating text captions

Here are some tips for creating captions:

- If the caption is strictly text on the slide, use the Transparent caption style.
- Don't use fonts that are not available on most computers. For example, if you use FF Confidential, and the user doesn't have it on the local computer, some other font is substituted.
- Create a style sheet by formatting a caption and selecting the Apply Properties To All Captions In The Movie check box in the Text Caption dialog box. All captions in the SWF file or captions you create use the font, alignment, and caption style you set.
- Captions can be used as a script for narrations. When you click the Audio button on the main toolbar to open the Slide Audio dialog box, click the Captions And Slide Notes option. If a caption is attached to the slide, you see it in the Record Audio dialog box as a script.

- Narrating a caption actually adds an extra degree of accessibility to the demo.

Text caption properties

Use the Property Inspector (Window > Properties) of a text caption to customize it.

Text Caption

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. The object can be made visible using the Show option. For more information, see "Controlling the visibility of objects" on page 55.

Style Select a style for the text caption. To define a new style, select Edit > Object Style Manager. For more information on object styles, see "Object style" on page 56

Accessibility Click to add accessible text to the object. For details, see "Customize accessibility text for objects" on page 211

General

Caption Type Displays the types of captions available in Adobe Captivate. Each text caption type is named, and a small thumbnail image shows what the text caption looks like.

Note: *When adding or modifying a text caption, select the caption type before setting the style and format of text in a caption. This ensures that style and format changes to text are retained.*

Callout Type Five text caption callout types are available. Many of the text caption styles contain text captions with directional callouts. You can select a text caption that points in the most appropriate direction.

Character

Use this area to provide the font specifications such as color, style, format, and size for the text.

Format

Use this area to specify text alignment, indentation, numbering, and line spacing. Also, you have options to add symbols and system or user-defined variable that acts as a placeholder for the text.

Shadow

Enable Select the check box to apply shadow to the text caption.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For [Time] Duration for which the text caption is displayed in the slide. From the pop-up menu, select one of the following options:

- **Specific Time** The duration for which the text caption appears on the slide. Set the time in seconds by typing the value in the field, or by using the scroll arrows.
- **Rest Of Slide** The text caption is displayed for the entire duration of the slide.
- **Rest Of Project** The text caption is displayed for the entire duration of the project. For example, you can use this option to display a text caption that displays the name of the company.

Appear After [#] Seconds The text caption appears on the slide after the specified duration.

Transition

Effect Transition effect for the highlight box. You can apply a fade in or fade out effect and set the time for the fading effects.

In [#] Seconds Time for the caption to fully fade into view.

Out [#] Seconds Time for the caption to completely disappear.

More Help topics

"Set audio for noninteractive objects" on page 113

"Fix size and position of noninteractive objects" on page 113

Add text and text captions

Add a text caption

If you change the settings in the Property Inspector for text captions, they become the default settings. Any text captions that you create use the new settings.

If you add a transparent text caption, avoid using bold text; regular text appears clearer than bold text on most monitors.

1. In an open project, select the slide to which you want to add a text caption.
2. Select Insert > Standard Objects > Text Caption. You can also right-click (Windows) or Control-click (Mac OS) in the slide, choose Insert > Standard Objects from the pop-up menu, and then choose Text Caption.
3. Set the various options for the text caption.
4. For properties with the icon, select either
   - **Apply To All Items** To apply the effect to all objects that belong to the object type.
   - **Apply To All Items Of Same Style** To apply to all objects that use the same object style.

Add plain text to a slide

To add text to the slide without making it appear as a text caption, add the text as a transparent text caption.

Note: *If you create a transparent caption, avoid underlining text because doing so can decrease text quality when the project is viewed.*

After adding the transparent text caption, you may want to merge the caption with the slide background.

1 In an open project, select the slide to which you want to add a transparent text caption.

2 Select Insert > Standard Objects > Text Caption.

3 In the General area of the Property Inspector, select transparent as the Caption Type.

4 Change other options as required.

To add superscript to a slide, select the text, and

- (On Windows) Press Control +shift + "+". To add a subscript, select the text, and press Control + "+".
- (On Mac OS) Press Cmd + shift + "+". To add a subscript, select the text, and press Cmd + "+".

Insert text as a variable

1 Move the cursor to the position in the text where you want to insert the variable.

2 In the Format area of Property Inspector, click the Insert Variable icon.

3 Select one of the following in the Variable Type menu:

- To insert a variable that you have previously created, select User. Select the variable from the Variables menu. For more information, see "Create a user-defined variable" on page 162.
- To insert a system variable, select System. Select a system variable from the Variables menu. To filter system variables by their category, select the corresponding option from the View By menu. When you do not choose a category, all the system variables are listed in the menu.

4 To change the maximum number of characters that the variable can accommodate, enter a value in the Maximum Length field. If the number of characters exceed the value specified in this field, the extra characters are not displayed.

Note: *Spaces are also considered for the character count.*

5 To create a variable or to change the values of a selected variable, click Variables.

6 Click OK.

When you preview the project, the value of the variable is displayed inside the text caption.

Insert symbols and special characters

1 In the Format area of Property Inspector, click the Insert button.

2 Select a symbol that you want to insert from the menu.

3 For more options, click Other, select the character that you want to insert, and then click OK.

Add text captions automatically during recording

When you record projects or record additional slides for projects, Adobe Captivate can automatically create text captions based upon the action recorded. For example, if you record the action of selecting the File menu, Adobe Captivate can automatically add a text caption that reads "Select File menu" on the same slide.

Actions that generate text captions include the following: selecting menus and menu items; pressing buttons; changing values in locations such as lists, combo boxes, or check boxes; and opening child windows.

1 In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Modes under the Recording menu.

3 Select the mode of recording for which you want to automatically generate the text captions.

4 Select Add Text Captions.

After you finish recording and the project is generated (including the automatically created captions), view the individual slides in Edit mode to see the captions.

Note: *Adobe Captivate can automatically generate text captions for all standard Windows user interface elements. It might not, however, support nonstandard user interface elements, including menu text in applications created with Delphi®.*

Edit text captions

Edit a text caption

If you are resizing a text caption, you cannot make the text caption smaller than the bitmap used to create the text caption. For example, the text caption style "Pill" uses bitmaps sized approximately 18 pixels (wide) x 16 pixels (high), so these bitmaps could not be resized to 15 x 12 pixels. However, any of the text caption bitmaps can be made larger. If you need very small text captions, consider creating custom captions.

To edit a text caption, use the Property Inspector (Window > Properties).

If you have a detailed slide that contains text captions and other objects, you might want to make the text caption a permanent part of the background.

Copy text captions

You can copy and paste text captions between slides. This is a great time-saver, especially if you use the same text caption on multiple slides.

1 In an open project, select the slide containing the text caption you want to copy.

2 Right-click (Windows) or Control-click (Mac OS) the text caption and select Copy.

3 Navigate to the slide where you want to paste the caption.

4 Right-click (Windows) or Control-click (Mac OS) in the slide and select Paste.

You can copy and paste more than one text caption at a time by Control-clicking (Windows) or Command-clicking (Mac OS) the text captions. Right-click (Windows) or Control-click (Mac OS) one of the selected text captions and choose Copy.

Moving and resizing text captions

You can resize text captions manually or automatically and move text captions to new locations on a slide. To move text captions on a slide, select the text caption, and drag it to the new location.

Note: *If you are resizing a text caption, you cannot make the caption smaller than the bitmap used to create the caption. For example, the caption style "Pill" uses bitmaps sized approximately 18 pixels (wide) x 16 pixels (high), so these bitmaps could not be resized to 15 x 12 pixels. However, any of the caption bitmaps can be made larger. If you need very small captions, consider creating custom captions.*

Manually resize a text caption

To manually resize a text caption, select the text caption, and move the pointer over the selection handles. When the pointer becomes a resize handle, drag the mouse to resize the object.

Automatically resize text captions

Adobe Captivate can automatically resize a text caption according to the amount of text in the text caption. If you edit the text, the caption is resized to accommodate the altered text. This is an easy way to keep your text captions looking balanced and proportional.

1 In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Category panel, select Defaults from the Global menu.

3 Select Autosize Captions.

Change text caption order using the Timeline

Adobe Captivate lets you add multiple captions to each slide. You can specify the order in which these captions appear using the Timeline. The Timeline enables you to precisely adjust the timing of all objects, including captions, on a slide.

1 In an open project, navigate to the slide containing the captions whose order you want to change.

2 In the Timeline (Window > Timeline), change the order and timing of captions as required.

- For example, move the mouse over the left or right edge of a caption on the Timeline until the resize cursor appears. Then drag the edge left or right. This changes when the caption appears or disappears and how long it is shown.
- Alternatively, suppose a caption and its slide appear concurrently, but you want a slight delay. To achieve this effect, move the mouse over the center of the caption on the Timeline until the hand cursor appears. Then drag the entire caption so the left edge aligns with 2s (a 2-second delay) or 4s (a 4-second delay) in the header.

3 If two captions overlap on the slide, select the caption you want to appear in front by setting the stacking order. To change the stacking order, moving captions to the back or front of the slide Stage. The key point to remember is that captions at the back of the Stage appear behind other captions. Use one of the following methods to set the stacking order:

- Right-click (Windows) or Control-click (Mac OS) a caption on the slide and select one of the caption order options. If necessary, right-click (Windows) or Control-click (Mac OS) other captions on the slide and adjust their order.
- Select a caption. On the Edit view toolbar (next to Slide Properties), click Bring selected objects to the front or Send selected objects behind.
- On the Timeline, move the mouse over a caption until the hand pointer appears. Drag the caption up or down to change its position in the stacking order. Moving a caption higher in the stacking order moves it to the front of the Stage. Moving a caption lower moves it to the back of the Stage.

Captions in other languages

Adding a language for text captions

You can add new languages to the list of existing languages in which text captions are recorded. The list of existing languages is available in the Recording dialog box. Text captions of events are stored as CaptureTextTemplates_<language>.rdl files in the

- (On Windows) \\Program Files\Adobe\Adobe Captivate 5 directory. For example, the RDL file for Chinese-Simplified is CaptureTextTemplates_Chinese-Simplified.rdl.
- (On Mac OS) \\Applications\Adobe Captivate 5.

You can use the existing RDL files to record text captions in a desired language.

Record text captions in another language

1 Open Windows Explorer, and navigate to

- (On Windows) \\Program Files\Adobe\Adobe Captivate 5 directory
- (On Mac OS) /Applications/Adobe Captivate 5

2 Copy a file with an RDL extension.

3 Paste the file in the same location, and rename it according to the new language. For example, if you want to record in Polish, rename the file CaptureTextTemplates_Polish.rdl.

4 Open the RDL file in any text editor.

5 In the Object Name and the Event Name tags, change the text for Default Template And Template Attributes to the specified language.

6 Save the file.

7 In the Preferences dialog box (Edit > Preferences (on Windows) or Adobe Captivate > Preferences (on Mac OS)), select Recording > Settings in Category.

8 In the Generate Captions In, select the added language.

When you record, the text captions are generated in the specified language.

Type text in another language

For Windows

1 Open the Microsoft Windows Control Panel and double-click the Regional And Language Options icon. The Regional And Language Options dialog box appears.

2 Click the Languages tab.

3 Click the Details button.

4 In the Settings tab of the Text Services And Input Languages dialog box, click the Add button.

5 In the Add Input Language dialog box, select a language from the Input Language list.

6 Click OK. The selected language is included in the Installed Services list.

7 Select the desired language in the Default Input Language list.

8 Click Apply and click OK to save the settings and close the Text Services And Input Languages dialog box.

9 Click the Regional Options tab, and choose the language you selected in the Default Input Language list.

10 Click Apply and click OK to save the settings and close the Regional And Language Options dialog box. The Language bar or the Input Method Editor (IME) appears on the desktop of your computer.

11 Type content in the RDL file. The text appears in the selected language.

If you change the language in the Default Input Language list and the Regional Options tab, the language selected in the Language bar is also updated automatically.

For Mac OS

1 In the System Preferences, select International > Input Menu tab.

2 Select from the list of languages.

3 In the Apple menu, select the language.

4 Open the RDL file using a text editor and start typing in the language of your preference.

Localizing text captions

If you are localizing a project that contains text captions, you can export text captions to make the process more efficient.

1 Create the initial ("source language") version of the project, including all necessary text captions.

2 Open the completed project.

3 Select File > Export > Project Captions and Closed Captions.

By default, the Word (DOC) file is saved to your My Documents\My Adobe Captivate Projects folder (on Windows) and /Users/<username>/Documents/My Adobe Captivate Projects folder (on Mac OS). Change the location if you want. Also, the Word file is named [ProjectName] Captions.doc. You can change the name of the file, if necessary, by clicking directly in the File name text box and entering a new name. (Retain the.doc filename extension.)

4 Click Save.

5 The Word file is generated with the name you specified and saved to the location you selected. A dialog box appears asking if you want to view the document. Click Yes to view the document in Word.

6 The Word document contains the slide ID, item ID, original caption text, and the slide number. You can change the caption text in the Updated Text Caption Data column. Provide a copy of the Word document to the localizer/translator.

7 The localizer/translator should open the Word document and edit the caption text directly in the Updated Text Caption Data column in the document, replacing the source language text with the new text.

8 While the localizer/translator is translating the text, make a copy of the original Adobe Captivate project for the new language.

Note: *When you create a copy of the original project, be sure to keep the original text captions (in the source language) in the new project. The original text captions act as placeholders and are overwritten when you import the new (localized) text captions.*

9 When the text captions are localized, open the copy of the project you created in step 8.

10 Select File > Import > Project Captions And Closed Captions.

11 Navigate to the localized text captions Word (DOC) file, select the file, and click Open.

12 The new, localized text captions are imported into the project, and all formatting is retained. A dialog box appears showing a successful import message. Click OK.

13 Test the new text captions by opening different slides in Edit view and reading the new caption text.

Creating custom text caption styles

You can create custom text caption styles for your Adobe Captivate projects with a graphics program, such as Adobe® Fireworks® or Adobe® Photoshop®.

Custom text captions must be in BMP (bitmap) format. In general, each Adobe Captivate text caption has five associated bitmap images.

Naming custom text caption styles

When creating custom text caption styles, be sure to follow the correct naming conventions. Each caption style has a unique name, and you must use this name at the beginning of each associated bitmap filename. For example, if you create a text caption style named "Brightblue," the five bitmap images that constitute the new style should be named as follows:

- Brightblue1.bmp, an image with no callouts
- Brightblue2.bmp, an image with a callout to the right or upper-right
- Brightblue3.bmp, an image with a callout to the left or upper-left
- Brightblue4.bmp, an image with a callout to the lower right
- Brightblue5.bmp, an image with a callout to the lower left

Storing custom text caption styles

You must store all the bitmap images for a custom text caption style in the Adobe Captivate Captions folder located in C:\Program Files\Adobe\Adobe Captivate 4\Gallery\Captions (on Windows) and /Applications/Adobe Captivate 5/Gallery/Captions (on Mac OS). After you add the five new bitmaps to the captions folder, Adobe Captivate recognizes the bitmap files as a new text caption style. The next time you add a new text caption, your new custom style appears in the text caption style list.

Create custom text for caption styles

You can create a custom style for the text that appears in the text captions. These preferences are applied only if you did not set a style for the text caption earlier.

1. Open the fonts.ini file, stored in the \\Program Files\Adobe\Adobe Captivate 5\Gallery\Captions folder (on Windows) or /Applications/Adobe Captivate 5/Gallery/Captions (on Mac OS), in a text editor.
2. Customize the style for the text caption using the procedure described in the file.
3. Save the file.
4. In an open Adobe Captivate project, select Insert > Standard Objects > Text Caption.
5. In Caption Type, select the caption that you have customized.

   The text in the text area changes to the specified style.
6. Edit the text in the text area.
7. Click OK.

Change text alignment on custom text captions

Sometimes text in custom text captions can appear out of alignment. To solve this problem, set the left, right, top, and bottom margins.

Each of the five text caption styles requires different margin settings because text appears in slightly different places in each text caption.

The margin settings are stored in a text file with the extension.fcm. You can use Notepad or WordPad to create or edit FCM files.

1. Using Windows Explorer, navigate to C:\Program Files\Adobe\Adobe Captivate 5\Gallery\Captions (on Windows) or /Applications/Adobe Captivate 5/Gallery/Captions (on Mac OS). All the text caption BMP and corresponding FCM files are located in this folder.
2. Right-click (Windows) or Control-click (Mac OS) the FCM file you want to edit, and select Open With.

3 Select a text editor.

4 Edit the following values as necessary:

- Left Margin is the number of pixels from the left side of the bitmap to the text.
- Right Margin is the number of pixels from the right side of the bitmap to the text.
- Top Margin is the number of pixels from the top of the bitmap to the text.
- Bottom Margin is the number of pixels from the bottom of the bitmap to the text.

5 (Optional) If necessary, you can edit the MarginX and MarginY settings. This can be important if you are adding captions automatically.

- MarginX is the number of pixels horizontally from the nearest corner to the tip of the caption callout.
- Margin Y is the number of pixels vertically from the nearest corner to the tip of the caption callout.

Note: *The nearest corner is identified in the file open in a text editor under "Corner." For example, Corner=right, top.*

6 From the File menu, select Save.

A dialog box may appear, asking whether you want to replace the original file. Click Yes.

7 Close the text editor.

Design tips for custom text captions

Colors Don't use the transparent colors for captions. The upper-left pixel determines which color is transparent. For example, if the color in the upper-left pixel is yellow, everything that is the same yellow will be transparent in the text caption. Also, the text caption itself can have a gradient background, but the area around ("behind") the text caption, must be a solid color.

Anti-alias Do not anti-alias the edges of your text captions. Your text captions will appear on different screenshots, and the anti-alias can cause a jagged halo effect on some screenshots.

Import and export text captions

Import text captions

You can import text captions from a DOC file. First, you export the text captions from your Adobe Captivate project. Adobe Captivate creates a DOC file that preserves all the formatting from the text captions. While the text captions are in DOC format, you can make text and formatting changes in a word-processing program. Then you can import the text captions back into the Adobe Captivate project using the following steps.

Note: *If you export text captions to a DOC file, that DOC file can only be imported back into the original project.*

Importing and exporting text captions to and from a DOC file can be useful in several situations. For example, if you have to edit many captions, it is easier and faster to work in DOC files instead of navigating from slide to slide.

1 In an open project that contains text captions, select File > Export > Project Captions And Closed Captions.

2 Make the necessary changes while the text captions are in DOC format (in the Updated Text Caption Data column), and save the DOC file.

3 Select File > Import > Project Captions And Closed Captions.

4 Select the DOC file that contains the exported text captions.

5 Click Open.

6 An Information dialog box appears, confirming that the import was successful. Click OK.

Export text captions

You can export text captions from an existing Adobe Captivate project into a DOC file if you have Microsoft Word installed on your computer. All formatting done in Adobe Captivate is preserved when the text captions open as a DOC file. Make text and formatting changes to the text captions while they are in DOC format. Then import them back into the Adobe Captivate project.

Note: *If you export text captions to a DOC file, that DOC file can only be imported back into the original project.*

Exporting text captions can be useful in several situations:

- If you intend to record and voice-over narration and create a script, exported text captions can provide the foundation for the script.
- If you want to provide printed step-by-step instructions, you can export text captions and print the DOC file.
- If a project must be localized, you can export text captions into a DOC file and give it to a translator.

1. In an open project, select File > Export > Project Captions And Closed Captions.
2. In the Save As dialog box, enter a filename for the new DOC file.

   Note the default directory where the file will be saved. If you want, navigate to a different location in which to save the file.
3. Click Save.
4. The text captions from the project are converted into DOC format. A dialog box appears, confirming that the text captions were exported to Word and asking if you would like to view the document. Click Yes.
5. A new DOC file that contains the caption text opens in Word. Make any necessary text changes in the Updated Text Caption Data column. The slide number is also included as a reference.
6. Save the document.

Restore default settings for recording modes

If you changed the appearance of text captions, you can restore all text caption settings to their defaults. For example, you change the font for text captions to Times New Roman and the font color to green. Click Restore To Default to change the font back to the default font Arial and the color to the default blue.

1. In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Category panel, select Modes under the Recording menu.
3. In the Recording menu, > Modes area, click Restore Defaults.

Rollover captions

Use rollover captions when you want to display the caption only when the user moves the mouse over a designated area on the slide. Rollover captions consist of a caption and a rectangle that marks the designated area, also called the rollover area. The caption appears when the user moves the mouse over the rollover area at run time.

Add rollover captions

1. Select the slide to which you want to add a rollover caption.
2. Select Insert > Standard Objects > Rollover Caption.

3 Set the various options for the caption in the Rollover Caption dialog box. See "Text caption properties" on page 73 for more information.

4 Click OK. The text caption and the rollover area appear on the slide.

5 Select the rollover area and set the properties using the Property Inspector (Window > Properties).

6 Click Accessibility to add accessible text to the object. For details, see "Customize accessibility text for objects" on page 211

7 For properties with the icon, select either

- **Apply To All Items** To apply the effect to all objects that belong to the object type.
- **Apply To All Items Of Same Style** To apply to all objects that use the same object style.

8 Click OK.

Edit rollover area

Rollover captions and rollover images consist of a caption or image and a rollover area (the "hot" area). The rollover area defines where the mouse must be for the caption or image to appear.

1 Open an Adobe Captivate project.

2 Select the slide containing the rollover caption or image.

- To change the size of the rollover area, click one of the handles and drag.
- To move the rollover area to another location, move the mouse over the rollover area until the hand cursor appears. Drag the box to the desired location.
- To modify the rollover area attributes, select the rollover area make the required changes in the Property Inspector (Window > Properties).
- Customize the following for the rollover area in the Property Inspector if required:

  Stroke Stroke color for the rollover area.

  Fill Fill color for the rollover area. To decide the degree of transparency for the fill color, select a value for the option Alpha in the Color menu. The value of 90% is less transparent (more solid) than a value of 10%.

  Width Thickness of the border of the rollover area.

  Fill Outer Area Select this option to fill the area outside the boundaries of the rollover area with the color selected in Fill Color. When you choose this option, the area within the rollover area is not colored.

  Note: *You can observe the fill color around the rollover area only when you preview or publish the project.*

  The other tabs in the Properties dialog box are similar to those for text captions. See "Text captions" on page 72 for more information.

Convert tooltips to rollover captions

When you record a new project or record additional slides for an existing project, you can set a recording option that requires Adobe Captivate to convert tooltips to rollover captions. When this option is selected, Adobe Captivate creates a rollover caption for every tooltip that is selected during the recording process.

Converting tooltips to rollover captions is an easy way to automatically create an appropriate and descriptive caption for action taking place in a project.

1 In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Modes in the Recording menu.

3 Select Convert Tooltips to Rollover Captions.

4 Click OK.

5 Click Record to begin recording a new project and automatically converting tooltips to rollover captions.

More Help topics

"Set audio for noninteractive objects" on page 113

"Edit rollover area" on page 83

"Fix size and position of noninteractive objects" on page 113

Highlight boxes

Use highlight boxes tospotlight areas within a slide. Highlight boxes focus the user's attention on the required areas of the slide.

Properties of highlight boxes

Use the Property Inspector (Window > Properties) of the highlight box to customize it.

Highlight Box

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. The object can be made visible using the Show option. For more information, see "Controlling the visibility of objects" on page 55.

Style Select a style for the highlight box. To define a new style, select Edit > Object Style Manager. For more information on object styles, see "Object style" on page 56

Fill & Stroke

Fill Fill color for the highlight box. To decide the degree of transparency for the fill color, select a value for the option Alpha in the Color menu. The value of 90% is less transparent (more solid) than a value of 10%.

Stroke Stroke color for the highlight box.

Fill Outer Area Fills the area outside the boundaries of highlight box with the color selected in Fill Color. When you choose this option, the area within the highlight box is not colored.

Note: *You can observe the fill color around the highlight box only when you preview or publish the project.*

Width Thickness of the border of the highlight box.

Shadow

Enable Select the check box to apply shadow to the highlight box.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For [Time] Specifies the duration for which the highlight box is displayed on the slide.

Appear After [#] Seconds The highlight box appears on the slide after the specified duration.

Transition

Effect Transition effect for the highlight box. You can apply a fade in or fade out effect and set the time for the fading effects.

- **In [#] Seconds** Time for the highlight box to fully fade into view.
- **Out [#] Seconds** Time for the highlight box to completely disappear.

Add highlight boxes

1 Select Insert > Standard Objects > Highlight Box.

2 Use the Property Inspector (Window > Properties) to set the various options for the highlight box.

More Help topics

"Set audio for noninteractive objects" on page 113

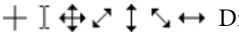
"Fix size and position of noninteractive objects" on page 113

Mouse

Change mouse properties

Options

You can change the properties of the mouse object using its Property Inspector (Window > Properties).

Available Mouse Pointers List  Displays the available pointers. Click Browse to navigate to a custom file (CUR file format for Windows and PICT for Mac).

Double Mouse Size Doubles the size of the pointer.

Straight Pointer Path Select this option to have the pointer follow a straight path between its start and end points. By default, the pointer follows a curved path that gives the motion a more realistic look. You can change to a straight path if, for example, your project is a demonstration showing how to draw a line in a graphics program.

Reduce Speed Before Click Select this option to slow the mouse movement down before the click occurs. This option is useful for a long mouse path that moves quickly and stops suddenly.

Mouse Click Sound Select this option to play a sound when the pointer reaches its destination. Click the pop-up menu to select a sound (Single Click or Double Click). You can also select Browse and navigate to a sound file.

Show Mouse Click Adds a visual click effect to the mouse movement.

• **Default** Displays a quick, small burst of color when the user clicks the slide. You can select a color for the color burst.

• **Custom** Select this option to use a SWF file as a visual click effect. Adobe Captivate includes two effects you can use. Test them by clicking the pop-up menu, selecting one, and then clicking Play. View the effect in the small preview window on the right.

Timing

Display For The time during which the pointer is displayed on the slide. If you select specific time, then specify the time.

Appear After Delay between the first appearance of the slide and the first appearance of the slide pointer.

More Help topics

"Set audio for noninteractive objects" on page 113

"Fix size and position of noninteractive objects" on page 113

Pointers

Select a custom pointer

1 In an open project, select the slide and then select Insert > Mouse.

2 Click Browse in the Property Inspector (Window > Properties).

3 Select a custom pointer from the list.

4 Click Open.

Change pointer size

You can double the size of the pointer. Large pointers emphasize mouse movement and are also helpful if you are creating accessible projects.

Pointer size is set on a slide-by-slide basis, so you choose exactly the slides that require the larger pointer.

1 In an open project, select the slide containing the pointer.

2 In the Property Inspector (Window > Properties), check Double Mouse Size.

3 The new double-sized mouse is displayed on the slide.

Note: *To restore the original pointer size, follow the steps above and clear Double Mouse Size.*

Hide the pointer in an individual slide

❖ Select the slide and then select Slide > Mouse > Show Mouse.

Hide the pointer for the entire project

1 In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Category panel, expand Project, and select Publish Settings.

3 In the Publish Settings panel, clear the option Include Mouse.

Change mouse movements

You can change mouse movements for an individual slide. For example, you may want to emphasize mouse movement in a screenshot so that it is more obvious to the viewer.

1 Using the mouse, move the pointer over the end of the mouse line on the slide until the pointer turns into a hand.

2 Drag the pointer to a new location on the slide.

If you change the pointer on a slide, the starting pointer location changes on the next slide. Preview your project to ensure that mouse movement flows smoothly from slide to slide.

You can't align mouse movement to a previous slide. Make sure that you manually change the starting point of the mouse on the first project slide containing mouse movements.

Mouse paths

Align mouse paths

You may need the pointer to be completely still during the playback of a slide and have it align properly with the previous or next slide. In this case, it is difficult to manually position the pointer correctly. Adobe Captivate can solve the problem by automatically aligning the pointer to the same position as the previous or next slide in the project.

1 Right-click (Windows) or Control-click (Mac OS) and select Align To Previous Slide or Align To Next Slide.

2 Preview your project to see how the pointer is aligned between slides.

Note: *If you have mouse movement on the first slide of your project, you can manually change the start point of the mouse movement (because you cannot align to a previous slide).*

Change shape of mouse paths

By default, Adobe Captivate creates curved mouse paths on slides for a realistic, natural feel. However, a straight mouse path is sometimes preferable, for example, showing movement across a toolbar.

You can set the curved or straight mouse movement option for an individual slide.

❖ In the Property Inspector (Window > Properties) select Straight Pointer Path.

This option acts like a toggle. Select it again to restore curved paths.

Set mouse click effect

You can set a mouse click color or effect. Use this option to add a quick burst of color or special effect around the pointer to emphasize mouse clicks during project playback.

1 In an open project, select a slide containing mouse movement.

2 In the Property Inspector (Window > Properties),

3 Select Show Mouse Click.

4 Do one of the following:

- Select Default. Click the color box to open the Color dialog box. Select a color and click OK.
- Select Custom. Select an option from the pop-up menu. To preview these options, select one and click Play. The SWF file plays in the small Preview window on the right. You can also select Browse in the pop-up menu and navigate to a SWF file.

To view the mouse click color, preview the project.

Change mouse click sounds on an individual slide

You can change the default mouse click sound that plays whenever the mouse reaches the end of its movement path. For example, you can change from single clicks to double clicks to reflect the correct action in a workflow. You can also suppress all click sounds.

1 Select the mouse object and then in the Property Inspector (Window > Properties), select Show Mouse Click.

2 Select Show Mouse Click.

3 Do the following:

- If you do not want a mouse click sound to play, deselect Mouse Click Sound.
- For a single-click sound (the sound of a mouse button being pressed once), select Mouse Click Sound and then select Single Click from the menu.
- For a double-click sound (the sound of a mouse button being pressed twice), select Mouse Click Sound and then select Double Click.
- To browse to an alternative sound for a mouse click, select Mouse Click Sound and then click browse button. The Open dialog box appears, letting you browse to an mp3 file.

To preview the selected mouse click sound, click the Play button.

Enable the mouse wheel

When recording, you can choose to enable mouse wheel movement to initiate full motion recording. The project starts recording in FMR mode when there is mouse wheel movement during recording.

1 In an open project, Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Category panel of Preferences, expand Recording, and select Settings.

3 In the Automatically use Full Motion Recording for section select Mouse Wheel Actions and then click OK.

Rollover slidelets

In Adobe Captivate, a rollover slidelet is a space on a slide that displays an associated slidelet (a slide within a slide) when the mouse is moved over the space. You can insert and display objects in the slidelet using the same procedure as that for the slides.

For example, you can create a rollover slidelet for a state on a map so that the demographics of the state are displayed when the mouse moves over it.

Note: *You cannot create rollover slidelets on question slides or quiz review slides.*

The following is further information about slidelets:

- A slidelet is always linked to a rollover slidelet and is created along with the rollover slidelet.
- You can insert most of the Adobe Captivate objects into a slidelet.
- You can place more than one type of object into a slidelet. The objects become visible when the mouse is moved over the rollover slidelet.
- You can drag audio and movie files from the Library into a slidelet.
- If a slidelet times out while an audio or movie file from the slide is running, the file stops running.

- When a slidelet or any of its objects is selected, the displayed Timeline and the corresponding menu options for the slide change to that for the slidelet.
- Objects within a slidelet can be hidden or locked, but not the slidelet itself. To hide or lock a slidelet, hide or lock the corresponding rollover slidelet from the slide Timeline.
- Slidelet objects cannot be dragged outside of the slidelet boundaries.
- When a slidelet is deleted, its associated objects are also deleted, and the Timeline reverts to the slide Timeline.
- Clicking an area outside the slidelet, or on the Filmstrip, reverts the Timeline to that for the corresponding slide.

Properties of slidelets

Select the slidelet and use the Property Inspector (Window > Properties) to set the following properties of a slidelet:

Slidelet

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Style Select a style for the slidelet. To define a new style, select Edit > Object Style Manager. For more information on object styles, see "Object style" on page 56

Accessibility Click to add accessible text to the object. For details, see "Customize accessibility text for objects" on page 211

Fill and Stroke

Fill Fill color of the slidelet. To decide the degree of transparency for the fill color, select a value for the option Alpha in the Color menu. The value of 90% is less transparent (more solid) than a value of 10%.

Stroke Stroke color of the slidelet.

Width The thickness of the slidelet border.

Show Runtime Shadow Select this option to display a shadow below the slidelet during run time. The shadow gives a three-dimensional feel to the slidelet.

Image Background image of the slidelet. Click the respective icon to remove or crop previously selected image.

Shadow

Enable Select the check box to apply shadow to the slidelet.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For The duration for which the slidelet is displayed on the slide.

Transition

Effect The transition effect for the slidelet when it appears and exits the slide.

In and Out The time (in seconds) for the fading effects.

More Help topics

"Set audio for noninteractive objects" on page 113

"Fix size and position of noninteractive objects" on page 113

Properties of rollover slidelets

Select the rollover slidelet and use the Property Inspector (Window > Properties) to set the following properties for a rollover slidelet:

Rollover Slidelet

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. The object can be made visible using the Show option. For more information, see "Controlling the visibility of objects" on page 55.

Style Select a style for the rollover slidelet. To define a new style, select Edit > Object Style Manager. For more information on object styles, see "Object style" on page 56

Fill and Stroke

Fill Fill color for the rollover slidelet. To decide the degree of transparency for the fill color, select a value for the option Alpha in the Color menu. The value of 90% is less transparent (more solid) than a value of 10%.

Stroke Fill color for the rollover slidelet.

Show Border Displays the border of the rollover slidelet. The border is not displayed if you disable this option.

Action

Stick Slidelet The slidelet continues to be displayed even when you move the mouse away from the rollover slidelet area.

On Click Define the action to take when the user clicks the rollover slidelet by selecting one of the options in the menu.

Shortcut You can specify a keyboard shortcut for the mouse-click. Users can use the keyboard shortcut instead of using the mouse. For example, if you select Control+Shift+Enter as the keyboard shortcut for the mouse-click, the click is treated as correct (click within the box) when the users press this combination. If they press the wrong combination, it is treated as a click outside the box.

Note: *If your Adobe Captivate project is displayed in a browser, set keyboard shortcuts that do not conflict with common browser shortcuts. For example, F1 is frequently used as a keyboard shortcut to display Help on Windows. The Control, Alt, and Shift keys map to the Control, Option, and Shift keys on Macintosh® computers, respectively.*

Shadow

Enable Select the check box to apply shadow to the rollover slidelet.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For The duration for which the rollover slidelet is displayed.

Appear After Delay between the first appearance of the slide and the first appearance of the rollover slidelet.

Hover Delay The time delay before the appearance of the slidelet when the mouse moves over the rollover slidelet.

Transition

Effect The transition effect for the slidelet when it appears and exits the slide.

In and Out The time (in seconds) for the fading effects.

Show Runtime Border When the mouse moves over the rollover slidelet, a border is displayed with the specified color.

Create a rollover slidelet

1 Select Insert > Standard Objects > Rollover Slidelet.

2 In the Property Inspector (Window > Properties), set the options for the rollover slidelet as required.

Note: *Whenever a new rollover slidelet is inserted, the default timing is Rest Of Slide. If required, you can modify the properties later.*

Insert objects within a slidelet

1 Select the slidelet by clicking it.

2 Select Insert and choose the object that you want to insert.

3 In the corresponding dialog box that opens, follow the procedure to insert the object.

4 Click OK.

Note: *You cannot insert a rollover slidelet, mouse, text entry box, click box, or button within a slidelet.*

To select all objects in a slidelet, right-click (Windows) or Control-click (Mac OS) an object within a slidelet, and choose Select All from the pop-up menu.

Zoom areas

Zoom areas help you draw the learner's attention to important sections of a slide. For example, if you create a simulation that includes a step that might be easily overlooked, you can add a zoom area to highlight the step. After you add a zoom area, you can add timing, transition, and audio options to the zoom effect. Zoom areas consist of the following:

Zoom source The area of the slide that you want to magnify.

Zoom destination area The area in which the magnified portion of the slide is displayed.

Properties of zoom destination areas

You can set the properties for a zoom destination area using the Property Inspector (Window > Properties).

Fill Color of the area within the Zoom Destination Area box. To decide the degree of transparency for the fill color, select a value for the option Alpha in the Color menu. The value of 90% is less transparent (more solid) than a value of 10%.

Stroke Stroke color for the Zoom Destination Area box.

Width Thickness of the border of the Zoom Destination Area box.

Image Image for the zoom destination area. Click the respective icon to add, crop, or delete image.

Note: *You can also change the size and position of the zoom area or zoom destination area directly on the slide. Select the box you want to change. When the hand cursor is visible, you can adjust the position of the box. When the double-headed arrow cursor is visible, you can adjust the size.*

Properties of zoom source areas

You can set the properties for a zoom source area using the Property Inspector (Window > Properties).

Zoom Source

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. The object can be made visible using the Show option. For more information, see "Controlling the visibility of objects" on page 55

Style Select a style for the Zoom source. To define a new style, select Edit > Object Style Manager. For more information on object styles, see "Object style" on page 56

Fill and Stroke

Fill Color of the area within the Zoom source.

To decide the degree of transparency for the fill color, select a value for the option Alpha in the Color menu. The value of 90% is less transparent (more solid) than a value of 10%.

Stroke Stroke color of the area within the Zoom source.

Fill Outer Area Select this option to fill the area outside the boundaries of the Zoom Area box with the color selected in Fill Color. When you choose this option, the area within the Zoom Area box is not colored.

Note: *You can observe the fill color around the zoom area only when you preview or publish the project.*

Width Thickness of the border of the Zoom Area box.

Timing

Display For [Time] Specifies the duration for which the zoom area is displayed.

Appear After [#] Seconds Delay between the first appearance of the slide and the first appearance of the zoom area.

Zoom For The duration of the zoom, in tenths of a second.

Transition

Effect The transition effect for the slidelet when it appears and exits the slide.

In and Out The time (in seconds) for the fading effects.

More Help topics

"Set audio for noninteractive objects" on page 113

"Fix size and position of noninteractive objects" on page 113

Add zoom areas

1 In an open project, select the slide to which you want to add a zoom area.

2 Select Insert > Standard Objects > Zoom Area.

3 Set the options for the zoom area as required.

4 Select the zoom destination area and set its properties using the Property Inspector (Window > Properties).

Images and rollover images

You can incorporate images into projects as logos, startup screens, pointers, backgrounds, buttons, and more. You can add images in the following formats: JPG, JPEG, GIF, PNG, BMP, ICO, EMF, POT, or WMF.

Rollover images consist of an image and a rollover area (the "hot" area). Rollover images appear when the end user moves the pointer over the rollover area at run time. They are useful for heavily detailed slides or for slides that contain buttons or toolbars that require explanation.

You can use the same type of graphics for rollover images that you use for traditional images. You can also customize the location, outline, and size of the rollover area for rollover images.

Adobe Captivate contains a gallery of buttons, sounds, and animations (in SWF format) for you to use in your projects. By default, the gallery is stored in the following location when you install Adobe Captivate: C:\Program Files\Adobe\Adobe Captivate 5\Gallery (on Windows) and /Applications/Adobe Captivate 5/Gallery (on Mac OS).

Properties of images and rollover images

You can change the properties of an image using the Image Edit area of the Property Inspector (Window > Properties) after selecting the image on the slide.

Image

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. Use the Show option to make the object visible. For more information, see "Controlling the visibility of objects" on page 55.

Accessibility Click to add accessible text to the object. For details, see "Customize accessibility text for objects" on page 211

Transparent Background Select the color filler icon. All occurrences of one particular color in an image can be made transparent. For example, you can make all occurrences of red (#FF0000) transparent.

Reset To Original Size Restores the image to its original size.

Select Image From Library Click the folder icon. Select this option to reuse an image in your project file. Select the image and click OK.

The Select Image from Library dialog box appears with the following options:

Import Import an image stored on your computer or on a network location.

Image Edit

Brightness The brightness of the image. When you increase the value for brightness, the selected image appears brighter.

Sharpness Sharpening enhances the definition of edges in an image. Whether your images come from a digital camera or a scanner, most images can benefit from sharpening. The degree of sharpening needed varies according to the quality of the digital camera or scanner. Keep in mind that sharpening cannot correct a severely blurred image.

Contrast The contrast between the light and dark areas of an image. When you increase the contrast of an image, the brighter areas appear brighter, and the darker areas appear darker.

Alpha The transparency of the image. At 100% Alpha, the image is opaque. At 0%, the image is completely transparent and becomes invisible.

Hue You can change the colors of an image by changing the values for its hue.

Saturation The intensity of colors in the image. When you increase the saturation value, you increase the intensity of the colors.

Gray Scale In a basic sense, you can convert a colored image to monochrome using this effect. Grayscale mode uses different shades of gray in an image. In 8-bit images, there can be up to 256 shades of gray. Every pixel of a grayscale image has a brightness value ranging from 0 (black) to 255 (white). In 16-bit and 32-bit images, the number of shades in an image is much greater than in 8-bit images.

Invert Color Inverts the colors in an image. When you invert an image, the brightness value of each pixel in the channels is converted to the inverse value on the 256-step color-values scale. For example, a pixel in a positive image with a value of 255 is changed to 0, and a pixel with a value of 5, to 250.

Flip Flipping an image produces its mirror image. You can flip an image vertically or horizontally.

Rotate Rotate an image either clockwise or counterclockwise 90 at a time.

Crop Click the crop icon. Crops the imagehandles of the rectangular box to select the area of the image that you want displayed.

Fit to Stage Resizes the image to fit the dimensions of the slide.

Shadow

Enable Select the check box to apply shadow to the image.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For [Time] Specifies how long the image is displayed on the slide.

Appear After [#] Seconds Delay between the first appearance of the slide and the first appearance of the image.

Transition

Effect Transition effect for the image. You can have the image fade in and fade out of the slide during its entry and exit.

In [#] Seconds Specifies the amount of time for the image to fully fade into view.

Out [#] Seconds Specifies the amount of time for the image to completely disappear from view.

More Help topics

"Set audio for noninteractive objects" on page 113

"Fix size and position of noninteractive objects" on page 113

Add an image or rollover image

1 Select the slide to which you want to add an image.

2 Select Insert > Image, or Insert > Standard Objects > Rollover Image.

3 Select an image from the list or browse to a new location for a different image. Click Open.

4 (If required) Resize the image on stage or using the Crop dialog box

(Crop option in Image Edit area of Property Inspector).

Set the following options in the Resize/Crop dialog box.

Fit To Stage Resizes the image to fit the dimensions of the slide.

Crop Displays a bounding box with dimensions corresponding to that of the project. Resize the handles of the box to select the area that you want displayed on the slide. If you have selected Constrain Proportions, the height- to-width ratio of the bounding box is maintained.

Zoom You can zoom in and zoom out of the image by moving the slider. Alternatively, you can choose from a list of standard zoom sizes from the menu.

Constrain proportions Maintains the height-to-width ratio of the bounding box used to crop the image. This option is enabled only when you choose to crop the image. When you disable this option, resize the bounding box, and enable the option again; the new dimensions are used thereafter to calculate the ratio.

5 Set properties and options as required.

6 To snap the rollover area to the edges of an object, press Alt and move the rollover area over that object.

7 For properties with the icon, select either

- **Apply To All Items** To apply the effect to all objects that belong to the object type.
- **Apply To All Items Of Same Style** To apply to all objects that use the same object style.

8 Click OK.

The image is added to the slide. If you added a rollover image, the rollover area is also added. Drag the image to the desired location and adjust the rollover area as needed.

You can create a watermark image using a transparency trick. Insert an image and set the transparency to 50%. This setting works well with many company logos.

Working with Adobe Photoshop files

This release features Adobe Photoshop round-tripping with Adobe Captivate. The Photoshop (PSD) files that you import to Adobe Captivate are linked to the source. You can start Adobe Photoshop (to edit the files) from within Adobe Captivate.

Also, if you update the source file, Adobe Captivate lets you update the files in the library and the changes reflect in the slide.

Note: *This feature is available only in Adobe Captivate that is installed as a part of Adobe eLearning Suite.*

Import Photoshop files

You can import a PSD file into your Adobe Captivate project, while preserving Photoshop features. You can select and import separate layers of the PSD file, or you can flatten selected layers and import them as a single image.

Each imported layer is treated as a separate image within the Adobe Captivate project. In the library, a folder with the PSD name is created and each imported layer is stored in it in PNG format.

You can resize the imported images to the size of your Adobe Captivate project. You can also apply all other available image-editing properties of Adobe Captivate.

When importing a PSD file, you can select and import layer comps. A layer comp is a Photoshop feature that allows you to create, manage, and view multiple versions of a layout in a single Photoshop file. See Photoshop Help for more information on this feature.

1 In an open project, select File > Import > Photoshop File.

   Note: *Alternatively, you can use Insert > Image or you can also drag-and-drop the PSD file to the slide.*

2 In the Import dialog box, do one of the following:

   - To select separate layers of the PSD file, select the Layers option and select each layer that you want to import. To merge the selected layers before importing, select Merge Layers.

     Note: *Importing each layer separately increases the size of your image file. To reduce the size of the image, you can merge the layers.*

     To import the layers that you have not imported before, repeat the above steps and choose the required layers. The layers get added to the corresponding PSD folder in the Library.

   - To flatten the layers and then import them as a single image, select Flattened Image.

     Note: *When you flatten layers, you cannot edit each layer separately within Adobe Captivate. Use this option only if you are sure that layer editing is not required and the image is ready to use.*

   - To import any layer comps, click Multiple and select the layer comp from the drop-down list. The layers in the selected layer comps appear. Select the check boxes corresponding to the layer comps you want to import.

3 Select Scale According To Stage Size to automatically resize the image to the size of your Adobe Captivate project.

Reusing PSD items in the Library

You can reuse PSD items, such as layers and layer comps, using one or all of the following ways:

- To reuse a PSD item in a slide, drag-and-drop the item from the Library onto the slide.
- To reuse a PSD item in a different project, open the target project. Then, drag-and-drop the item from the current project's Library into the target project. You can also copy and paste the item into the target project.

Alternatively, in the target project, select File > Import > External Library, and open the project from which you want to import the PSD items. When the Library panel of the selected project appears, select the item and drag-and-drop it into the current project.

If a PSD file by the same name exists in the target project, Adobe Captivate matches the modified date of the two files. If the dates are same, the layers get copied into the corresponding PSD file folder in the Library. If not, the layers are copied as normal images.

Edit PSD files

❖ In the slide or PSD folder in the library, select the imported PSD file, right-click (Windows) or Control-click (Mac OS), and then select Edit PSD Source File.

You can also edit the file from image properties (Window > Properties).

Update PSD files

If the files in the Adobe Captivate library and the original files are not in sync, the status column in the library changes from to .

To update and bring the resource on slide in sync with the source,

- Select the PSD on stage, right-click (Windows) or Control-click (Mac OS), and then select Update from Source.
- Click Update in the Property Inspector (Window > Properties).
- Click the status icon in the library.
- Select the PSD folder in the library, right-click (Windows) or Control-click (Mac OS), and then select Update from Source.

  Note: *The first two options update the PSD both on stage and in library. The last two options update the resource only in the library and the updated resources do not take effect on stage.*

If you remove or relocate the PSD, then a question mark icon appears in the status column. Click to relink. You can do this also from the Image Properties dialog box.

The procedure for linking to a new PSD file is same as importing a new PSD file.

Create watermark images

You can create a watermark image by setting the transparency of an image.

1 In an open project, select Insert > Image.

2 Select an image or browse to a new location for a different image. Click Open. The image gets inserted.

3 Set the image Alpha to 50% or lower in the Image Edit area of the Property Inspector. A low number results in a dim version of the image and a higher number displays a brighter image.

4 Position the image on the slide as required.

Change JPEG quality

Adobe Captivate automatically sets the quality of JPEG images in projects. However, you can adjust this setting depending upon the images used in your project. Using higher percentage values allow high-quality images but also increases file size.

1 In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Category panel, select SWF Size And Quality from the Project menu.

3 Enter your preferred value in the JPEG Image Quality text box.

Drawing tools

You can use the drawing tools in Adobe Captivate to create artwork for your projects. Drawing tools help you create basic shapes within Adobe Captivate so that you don't have to create and import them from other applications. Drawing objects are converted to Flash drawing objects when they are imported into Flash.

Note: *You can search for drawing objects, and text within them, using the Find dialog box.*

If the drawing toolbar is not visible, select Window > Object Toolbar.

The following drawing tools are available in Adobe Captivate:

Selection Tool To select, move, and resize objects. It is used to toggle the different drawing modes. You can exit the drawing mode at any time using the selection tool. The selection tool is enabled by default in the drawing mode when you are not working with the other drawing tools.

Line To draw straight lines. This tool contains the following hidden tools:

- **Rectangle** To draw rectangles and squares.
- **Oval** To draw oval shaped objects and circles.
- **Polygon** To create free-form polygons.

Note: *To select Rectangle, Oval, or Polygon, click and hold the mouse button on the Line tool, and then select one of the options.*

Set Stroke Color To change the stroke color of an object. In Adobe Captivate 5.5, you can also apply gradient fills for strokes. For more information on gradient fills, see "Apply gradient fills (5.5)" on page 99.

Set Fill Color To change the fill color of an object. In Adobe Captivate 5.5, you can also apply gradient fills for objects. For more information on gradient fills, see "Apply gradient fills (5.5)" on page 99.

Set Stroke/Fill To Black/White To change the stroke color of an object to black and its fill color to white.

Swap Fill/Stroke Colors To interchange the color of the stroke and fill for the selected object.

Note: *When the stroke and fill colors are changed, the new color is used for any new object that you draw.*

Drawing objects

To draw an object once, click the corresponding icon in the toolbar and drag the pointer on the Stage to create the object. Adobe Captivate resets to the Select tool after an object is created on Stage. To draw the same type of object many times over (multiple drawing mode), click the corresponding icon on the drawing toolbar while pressing the Control key (on Windows) or Cmd (on Mac OS).

Free-form polygons For free-form polygons, define the sides by clicking where you want the node to appear. To complete drawing the polygon, double-click the final node to automatically join it to the starting node. To redraw a free-form polygon, select it, right-click (Windows) or Control-click (Mac OS) and then select Redraw Shape.

Squares and circles To draw a square or circle, click the rectangle or oval icon, press Shift, and draw the object. If you want to create a rectangle or square with rounded corners, double-click the rectangular object, and increase the value of the corner radius.

Horizontal, vertical, and diagonal lines You can rotate lines by 45 using the selection tool. Hold the end of the line, press Shift, and move the mouse at different angles. This way, you can draw horizontal, vertical, and diagonal lines.

Note: *An object is not visible on a slide with a white background if both the stroke and fill of objects are set to white.*

To exit the drawing or multiple drawing mode, do one of the following:

- Click the selection icon.
- Press Escape.
- Right-click (Windows) or Control-click (Mac OS) outside the Stage.

Change the stroke and fill properties of drawing objects

Select the object, and set the fill and stroke properties for the object in the Property Inspector (Window > Properties) in the Fill & Stroke area. You can change the fill/stroke properties of legacy objects like highlight boxes and rollover objects using the fill/stroke options in the drawing toolbar.

You can set the following stroke properties for straight lines:

- Transparency of the line
- Style of the stroke, such as dashes or dots
- Color of the stroke
- Thickness (width) of the stroke
- Arrowheads, circles, diamonds, or squares at the ends of a line

You can set the following stroke and fill properties for the other drawing objects:

- Fill color
- Gradient fill (5.5)
- Transparency of the fill color
- Style of the stroke, such as dashes or dots
- Color of the stroke
- Width of the stroke
- Gradient fill for the stroke (5.5)
- Corners of the object: You can smooth the corners of a rectangle or square to varying degrees by changing the values for its corner radius.

To change the stroke color of object to black, and its fill color to white, click Set Stroke/Fill To Black/White in the Drawing toolbar.

To interchange the color options set for the stroke and fill for the object, click Swap Fill/Stroke Colors.

Apply gradient fills (5.5)

Use gradient fills to blend colors to create various effects. You can apply gradient fills to slides and drawing objects. You can also choose a gradient fill for projects' background (Preferences > Global > Defaults > Background color).

1. Select the slide or the drawing object to which you want to apply the gradient fill.
2. In the Property Inspector, click the Stage (for slides), or the Fill (for drawing objects) box.
3. Click at the top of the box.
4. Click a preset in the preset row.

Observe that the selected slide or the object changes dynamically on the stage to reflect the changes you do the gradient fill.

5 To edit the colors, click the color stops and choose the required color.

Note: *For drawing objects, set the transparency for the colors (in percentage) using the option adjacent to the Fill palette in the Property Inspector.*

To delete a color stop, click it and press the Delete key on your keyboard. You can even drag the color stop out of the gradient box.

6 To reverse the positioning of colors, click the Reverse Colors icon.

7 Choose the direction for the gradient from the Direction row.

8 Click the Linear Gradient icon for a linear gradient, or click the Radial gradient icon for a radial gradient.

9 Click a pattern in the Pattern list.

10 Click the Add To Custom Gradients icon. The gradient fill and the related settings that you used are saved in the Custom Gradients row for future use.

Note: *Custom gradients are available for use across all projects that you create subsequently.*

To delete a custom gradient, click the delete icon and then click the custom gradient. All custom gradients are deleted if you delete the Adobe Captivate preferences folder.

Edit a gradient fill

You can edit the length, position, and angle (for linear fill) of the gradients on Stage.

Note: *To edit the colors, patterns, and direction of the gradient, use the Property Inspector.*

1 Select the slide or the drawing object.

2 Click Edit > Edit Gradient.

A line with a thick start and end point appears on the selected object. The start point is denoted with a circle and the end point is denoted with a square.

3 To position the line at the required location on the slide or object, drag the start point.

4 To change the angle or the length of the gradient fill, click the end point and drag it in the required direction. Hold down the Shift key (Windows) or Control key (Mac) while you move the line to rotate the gradient by 15° shifts.

You can also rotate the line to change the angle of the gradient fill. To do so, hover your mouse over the line. When the cursor changes to a rotation symbol, drag the mouse in the required direction.

Resize drawing objects

- To manually resize objects, use the selection tool. Adobe Captivate does not have a separate transformation tool. You can resize any object after selecting it. Move the cursor over the corners of objects, and when the relevant cursor appears, resize the object to the required dimensions.
- To resize an object to specific dimensions, select the object, and change the dimensions in the Stage toolbar.

Resize rollover area to the bounding box of other objects

❖ Right-click (Windows) or Control-click (Mac OS) the rollover area, and select Auto Adjust Rollover Area.

When you now move the rollover area over an object, it assumes the shape of the bounding box of that object. If there are overlapping objects, the rollover area is resized to the dimensions of the object with the highest z-order.

Edit free-form polygons

When you edit the free-form polygon, the sides of the polygon are displayed along with the connecting nodes. You can alter the shape of the polygon by dragging the nodes. The clarity provided by this skeletal structure is especially useful when editing complex polygons.

1. Right-click (Windows) or Control-click (Mac OS) the free-form polygon and then select Edit Points.
2. The skeletal structure of the polygon is displayed.
3. Drag the required nodes.
4. To restore the fill and stroke, click outside the polygon.

To redraw a selected polygon, right-click (Windows) or Control-click (Mac OS) the object and then select Redraw Shape.

Duplicate drawing objects

❖ Right-click (Windows) or Control-click (Mac OS) the object and then select Duplicate.

Place text inside drawing objects

1. Right-click (Windows) or Control-click (Mac OS) the object, and then select Add Text. You can also double-click the object and start typing the text at the cursor.
2. Add text in the text area that appears within the object, and use the Character area of the Property Inspector (Window > Properties) to format the text.

To edit text within objects, right-click (Windows) or Control-click (Mac OS) the object and then select Edit Text. The text in the text area within the object is made available for editing. The text option is not available when you have selected the line tool.

Snap lines to objects

When drawing straight lines, you can make them snap to the contours of other Adobe Captivate objects, including free-form objects. Use this option when you want to precisely connect the end of a straight line to the periphery of an object.

To snap lines to objects, do the following:

1. Click the Snap To Object icon.
2. Draw the object (rectangle, oval, free-form polygon, and so on).

When you now draw a straight line, the line snaps to the contours of objects with which it comes in contact.

Animations

Adobe Captivate lets you add animation to Adobe Captivate SWF files. This introduces an element of motion that is effective and eye-catching for users. Add existing animation files to a slide or use the animated text feature in Adobe Captivate.

When you add an animation file to your project, it automatically gets added to the library to the Media folder.

- You can add SWF or GIF animation files directly to a slide. Slides containing an animation file can be edited just like other slides containing an object.

Adobe Captivate contains a gallery that has buttons, sounds, and animations (in SWF format) for you to use in your projects. By default, the gallery is stored in the following location when you install Adobe Captivate: C:\Program Files\Adobe\Adobe Captivate 5\Gallery (on Windows) or /Applications/Adobe Captivate 5/Gallery (on Mac OS).

***Note:** If you want to add a Flash animation file (FLA), you must first convert it to a SWF file. To do this conversion, you must have the latest Flash version installed on your computer.*

- To add animated text, select from a number of interesting effects included with Adobe Captivate. Experiment with different fonts, colors, and effects to achieve the right look. Slides containing animated text, with their combination of text, movement, and sound (if you choose to add audio) make great opening slides for projects.

  ***Note:** Device fonts are not displayed in Adobe Captivate. If you import an animation file containing text created with device fonts, the animation appears in Adobe Captivate, but the text does not. For animations that will be imported into Adobe Captivate, try to use embedded fonts for text.*

Properties of animation objects

You can change the properties of animation objects using their Property Inspector (Window > Properties).

Animation name

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. The object can be made visible using the Show option. For more information, see "Controlling the visibility of objects" on page 55.

Accessibility Click to add accessible text to the object. For details, see "Customize accessibility text for objects" on page 211

Animation

Amimation Info Click the icon to see the key information about the animation file you selected including version, width, height, and the number of frames that compose the file. The total duration of the animation file is also shown.

Linkage Provides the link to the associated animation file.

Update Click to reflect the modifications to the source file (if edited externally).

Source Link to the source FLA file of the animation SWF file.

Edit Click to edit the FLA file using Adobe Flash from within Adobe Captivate. This option is available only in Adobe Captivate that is installed with the Adobe eLearning Suite.

Alpha The transparency of the animation file. A high Alpha value results in a bright version of the animation file and a lower value in a dimmer animation.

Swap lets you replace the animation file with another from the Media folder in the library using the Slect Animation from the Library dialog box. If library does not have the required file, click Import in the dialog box to import the file to the Media folder.

Timing

Display For [Time] The time the animation plays in the project.

- **Rest Of Slide** The animation plays until the slide stops playing. The animation plays once, unless the Loop option is selected.

- **Rest Of Project** The animation plays for the length of the project, even on other slides. The animation plays once, unless the Loop option is selected.
- **Duration Of Animation** The animation plays for its entire length once.
- **Specific Time** The animation plays for the specified time.

Appear After [#] Seconds Delay between the first appearance of the slide and the first appearance of the animation.

Synchronize With Project Synchronizes the speed at which the animation file plays with the Timeline speed. If you find that the animation file is not playing smoothly, test with this option selected and cleared to see which setting gives you better results.

Loop Select this option to have the animation file loop (replay continuously).

More Help topics

"Set audio for noninteractive objects" on page 113

"Fix size and position of noninteractive objects" on page 113

Transition

Effect Specify a transition effect for the animation. You can make an animation fade in during its entry, and fade out during its exit.

In [#] Seconds Specifies the amount of time for the animation to fully fade into view.

Out [#] Seconds Specifies the amount of time for the animation to completely disappear from view.

Shadow

Enable Select the check box to apply shadow to the animation.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Add animations

1 In an open project, select Insert > Animation.

2 Navigate to the animation file you want to add to the slide, select it, and click Open.

3 In the Property Inspector, set properties and options as required.

The animation is added to the slide.

Note: *Device fonts are not displayed in Adobe Captivate. If you import an animation file containing text created with device fonts, the animation appears in Adobe Captivate, but the text will not. For animations that will be imported into Adobe Captivate, try to use embedded fonts for text.*

Animated text

Animated text is text that has applied special effects. Adobe Captivate offers a wide variety of text animation effects that you can experiment with. For example, on the opening slide of a project, you can have text fly-in or fade-in for an eye-catching start.

The Property Inspector (Window > Properties) provide a preview of the animated text that you insert.

Text Animation

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. The object can be made visible using the Show option. For more information, see "Controlling the visibility of objects" on page 55

General

Effect The animation effect that is applied to the text.

Transparency Specifies a transparency level for the animated text. For a very dim animated text effect, select a high number such as 90. For darker text, select a low number such as 10.

Properties Click to display Text Animation Properties dialog box.

Shadow

Enable Select the check box to apply shadow to the animated text.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For [Time] Specifies the timing of the animated text. Click the pop-up menu and select an option. If you select the specific time option, you can enter the exact number of seconds for the animated text to appear.

Appear After [#] Seconds Displays the animated text after the slide has been displayed for the selected number of seconds.

Transition

Loop Select this option to have the animation file continuously loop (play over and over again) as the project plays.

Effect Specify a transition effect for the animation. You can make an animation fade in during its entry, and fade out during its exit.

In [#] Seconds Specifies the amount of time for the animation to fully fade into view.

Out [#] Seconds Specifies the amount of time for the animation to completely disappear from view.

More Help topics

"Set audio for noninteractive objects" on page 113

"Fix size and position of noninteractive objects" on page 113

Properties of animated text

Use the Text Animation Properties dialog box of the animated text to set its properties.

Set font, transparency, and delay options:

Text The text to which the animation is applied.

Font Specify the font name and then style, size, effects, and colors.

Delay (Frames) The time elapsed, in Flash frames, between the display of one animated letter and the next. If you set a low number (for example, 0 or 1), all the letters appear quickly, one after the other. If you set a higher number (for example, 30 or 40), each letter appears more distinctly. Try different numbers and watch the text in the Preview window to select an appropriate number.

Note: *The number you specify in Delay does not change the absolute amount of time the animated text feature appears. For example, suppose you specify, in the Options tab) a total animation time of 8 seconds. The value of the Delay option, whether it is 1 or 30, does not change the absolute time of 8 seconds.*

Loop Select this option to have the animation file continuously loop (play over and over again) as the project plays.

Add animated text

1 Select the slide to which you want to add animated text.

2 Select Insert > Text Animation.

3 In the Text Animation Properties dialog box, enter the text to animate.

4 Set the various options according to your requirements.

5 For properties with the icon, select either

- **Apply To All Items** To apply the effect to all objects that belong to the object type.
- **Apply To All Items Of Same Style** To apply to all objects that use the same object style.

6 Click OK.

The text appears in the preview section of the Property Inspector.

FLV/F4V

You can add FLV/F4V files to make your projects more interesting.

Properties of video files

Set the properties for a video file using its Property Inspector (Window > Properties).

FLV or F4V File

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. The object can be made visible using the Show option. For more information, see "Controlling the visibility of objects" on page 55.

Accessibility Click to add accessible text to the object. For details, see "Customize accessibility text for objects" on page 211

General

Video Type The type of video that you want to insert:

- **Progressive Download Video** Loads external FLV/F4V files into your Adobe Captivate project and plays them during run time. Because the video content is kept external to the other Adobe Captivate content and the video playback controls, it's relatively easy to update video content without having to rebuild the Adobe Captivate project. When the movie is played, the video begins playing as soon as the first segment has been downloaded and cached to the local computer's hard disk.

- **Streaming Video** Streaming video either from your own server running Adobe Flash® Media Server or from a host Flash Video Streaming Service provides the most complete, consistent, and robust delivery option for both audio and video files. When streaming, each Flash client opens a persistent connection to the Flash Communication Server, and there is a controlled relationship between the video being delivered and the client interaction. Streaming video is the only delivery option that allows you to include a live video feed in your Adobe Captivate project.

- **Flash Video Streaming Service** This option provides the most effective way to deliver FLV/F4V files to the largest possible audience without the inconvenience of setting up and maintaining your own streaming server hardware and network.

Note: *If your Adobe Captivate project contains FLV/F4V files, ensure that the files contain metadata for the video player to function correctly. FLV/F4V files created with Flash Communication Server 1.5.2, FLV Exporter version 1.2, and Sorenson Squeeze® 4.0 automatically contain metadata. Sorenson Squeeze 4.0 is included with the Flash Video Kit. If you import an FLV file that does not have any metadata, the file will not play correctly in your project.*

File Link (appears only when the selected video type is Progressive Download Video) The absolute or relative path to the FLV/F4V file.

Browse (appears only when the selected video type is Progressive Download Video) Click to navigate to the FLV/F4V file.

Server URI (appears only when the selected video type is Streaming Video) The server name, application name, and instance name.

Stream Name (appears only when the selected video type is Streaming Video) The stream name.

URL (appears only when the selected video type is Flash Video Streaming Services) The direct file link provided by your Flash Video Streaming Service.

Detect Size Displays the existing size of the inserted video.

Live Video Feed (appears only when the selected video type is Streaming Video) Select this option to insert a live video feed.

Auto Play The video begins playing automatically as soon as it appears on the slide.

Auto Rewind The video automatically rewinds to the start position after it completes playing.

Buffer Time (appears only when the selected video type is Streaming Video or Flash Video Streaming Service) Enter the amount (time) of video that must be loaded before the video plays in the Adobe Captivate project. (The length of actual time it takes to stream video varies depending on the user's bandwidth.)

Skin The skin (playbar) for the inserted video. A preview of the skin you select appears directly below the Skin menu.

Shadow

Enable Select the check box to apply shadow to the video.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For Specifies the time for which the video file is displayed on the slide.

- **Specific Time** Play the FLV/F4V file for a specified time interval.
- **Rest Of Slide** Play the FLV/F4V file for the duration of the slide.
- **Rest Of Project** Play the FLV/F4V file for the duration of the project.
- **Duration Of File** Play the FLV/F4V file until its completion.

Appear After The time after which the video file appears on the slide after it starts playing.

Loop (option disabled if you selected Rest Of Slide or Duration Of Video from the Display For menu) Select this option if you want the video to play continuously.

Synchronize With Project (option disabled if you selected Rest Of Slide from the Display For menu) Select this option if you want the video to synchronize with your project.

Pause Slide Till End Of Video (option enabled only if you selected Rest Of Slide from the Display For menu) Select this option to pause the slide that contains the video until the video has finished playing. This option is enabled only when you select Rest Of Slide in the Display For menu.

Transition

Effect Specify a transition effect for the video file. You can make the video file fade in during its entry, and fade out during its exit.

In [#] Seconds Specifies the amount of time for the video file to fully fade into view.

Out [#] Seconds Specifies the amount of time for the video file to completely disappear from view.

More Help topics

"Set audio for noninteractive objects" on page 113

"Fix size and position of noninteractive objects" on page 113

Add a video file

You can easily add an existing FLV/F4V file to your project.

Note: *Only FLV/F4V files with metadata play in Adobe Captivate projects. If the inserted file does not have metadata, use third-party software like FLVMDI to add metadata to the file.*

1 In an open project, select Insert > Insert FLV or F4V file.

2 In the Import Video dialog box, specify the location and then click OK.

3 For properties with the icon, select either

- **Apply To All Items** To apply the effect to all objects that belong to the object type.
- **Apply To All Items Of Same Style** To apply to all objects that use the same object style.

Change video quality

In general, color is rendered correctly in Adobe Captivate projects. However, sometimes colors are rendered inaccurately, such as when the color scheme varies radically between slides.

You can fix most of these problems by changing the video quality of the slide. Adobe Captivate provides four levels of video quality, even though only the Low option is suggested for most uses.

1 In an open project, select the slide containing the colors you want to correct.

2 In the Property Inspector (Window > Properties), choose one of the following video options:

Low The default format for slides. Low is the most efficient choice for most screenshots because it uses 256 optimized colors.

Optimized This option gives you the highest JPEG quality possible.

JPEG This option is best used when the slide contains a photograph. You can change the quality of JPEG images on the Project Preferences dialog box.

High Compared to the Low format of 256 colors, this format uses 16 million colors for the slides. Use this option only if the Standard and Optimized options do not offer the correct color depth. This option increases file size substantially.

Note: *Selecting the JPEG, High Quality, or Optimized format may increase the file size and the time it takes to download your project. Use a format other than Standard only when necessary and appropriate.*

Using slide video

You can insert video files of all popular formats to the slides in your project. After importing a pre-recorded video, you can decide the part of the video that must be played on each slide in sync with the contents.

Note: *You cannot add slide videos to locked slides, random slides, recording slide placeholder, quiz placeholder slides, slides with slide video, or slide video placeholder.*

Adobe Captivate provides two options to use video objects in your project:

- Import FLV files or F4V files (a feature that was available in Adobe Captivate 4)
- Insert slide video

The following scenarios can help you decide the option you must choose:

Scenario: On-demand demonstration
You have to play a video (probably on user interaction) in a slide, for example an on-demand demonstration.

In this case, you can use the option Import FLV file or F4V file.

Scenario: Talking Heads

A presenter describes the contents on the slide. In such talking heads scenarios, Insert Slide Video is the effective option.

The following table shows the differences between the two so that you can decide which option to use:

Import FLV files or F4V File	**Insert Slide Video**
May not be in sync with the slide	Plays in sync with the slide
FLV files or F4V file can be placed only on stage	Slide video can be placed either on stage or TOC
Does not add the resource to the Library	Adds the FLV files or F4V to the library. You can preview the video on both the slide and in the library. You can replace or update the file from the library.
Lets you insert multiple FLV/F4V files to a slide	Allows you insert only one file per slide
No support for closed captioning	Supports closed captioning
Users can play, pause, rewind, or forward the video using the playback controls in the skin.	Users cannot control the slide video. The video plays based on how you have synchronized it with the project.

Insert slide video

Select Video > Insert Slide Video.

If the duration of the slide is lesser than that of the video, the Video Import Options dialog box appears. Select the appropriate choice and then click OK.

You can insert the same video to another slide or a group of slides in the same project. When a slide video is imported into multiple slides, the association between the video and the slides (slide video group) is retained internally. Any edits that are made to the video timing are updated in all the slides of the slide video group.

Note: *While placing videos from Adobe Bridge, use the options in the Windows > Progress Indicator panel to insert the video into the slide on Stage or the library.*

Inserting non-Flash video file formats

Adobe Captivate supports insertion of FLV/F4V files directly as slide videos. But to insert non-Flash video formats, you need Adobe Media Encoder (AME) to convert the files to FLV/F4V.

1. Select Video > Insert Slide Video.
2. Select the file and then click OK.
3. In the Video dialog box, click Yes, and then choose a location to save the file in FLV format.

   The status of the file conversion is indicated in the Windows > Progress Indicator panel.
4. After the files are converted, add them to the project by choosing one of the following options in the Progress Indicator panel, and clicking Go:
   - Import as Slide Video to add the video to the slide on Stage.
   - Import to Library to add the video to the project's library and use it whenever required.

Note: *You cannot place non-FLV or non-F4V files from Adobe Bridge. However, you can drag-and-drop the files from Adobe Bridge to the slide on Stage in Adobe Captivate.*

Edit video timing

The Edit Video dialog box (Video > Edit Video Timing) lets you edit the video timing:

- **Edit and preview:** Use the edit tab to edit the timing and preview the slide video while editing. You can decide the part of video that must play in each slide. When you edit the timing, it applies only to that particular slide video group.

  Play the preview, pause at the point where you want to adjust the video, and then adjust the marker (drag left or right). Zooming the timeline makes the editing of the video easier. To help you synchronize the slide and the video, the slide and video duration are displayed below the timeline.

  When you move the marker, a mismatch can occur between the video and the slide duration (for the slide with the reduced video duration). You can synchronize the duration using the Timeline. Unused video portions outside the start and end markers can be assigned to adjacent slides (if any in the project). To do this, use and .

  You can also preview the slide video from library and on stage (using the Edit Video Timing dialog box). On stage preview helps you decide the sequence of appearance of various objects as the video plays.

  Note: *On stage, you can preview only the slides that contain the slide video.*

- **Add a beginning slide and an end slide:** For effective control over video distribution, you can, if necessary add slides before the first slide or after the last slide in your project. This is useful if unused video is present in the beginning or end. The slide video is distributed across these slides also.

  To do this, use the (and).

- **Closed Captioning:** If your slide video has audio content, use the Closed Captioning tab to enter captions for hearing-impaired users. The text is displayed along with the audio when the slide is played.

Synchronizing objects with video

Using the Timeline, play the video, pause it where you want the object to appear, and move the object to the playhead position or insert a new one.

Note: *When you play a slide, an error can occur occasionally at the beginning or the end of the video. The video starts or ends slightly earlier or after the intended time. This behavior does not exist when the entire project is played.*

Changing the video proportion

You cannot change the proportion of the video, so that the quality is intact.

Managing slide video

The Video Management dialog box (Video > Video Management) provides the following details:

- the slide videos that you have inserted
- the slide and slide groups to which they belong
- the video type
- URL of the hosted video file
- the placement (if on TOC or stage)

Use this dialog box to:

- **Specify video type:** The type of video that you insert. For the description of the video types, see the General section in "Properties of video files" on page 105.

- **Specify placement:** If TOC or Stage. Depending on the placement, an icon appears at the lower-right corner of the slide on Filmstrip and on the Timeline:
  - if on TOC
  - if on stage

  You might place the video on TOC in talking heads scenarios where the focus is on objects in the slide (such as text or a Flash video). Placing video on TOC, helps you avoid the distraction that playing a slide video on stage can cause and viewers losing focus.

  When you have the slide video play on TOC, ensure that you select Show TOC (Project > Table of Contents) so that the TOC also is visible while you play the project.
- **Launch Edit Video timing dialog box**: Click to edit video timing. For more information on editing the video timing, see "Edit video timing" on page 110.
- **Delete**: Click to delete slide video.

Updating slide videos

1 Modify the source file of the video as required.

2 Open the project in which you want to update the video.

3 In the Media > Video folder of the Library panel, right-click (Windows) or Control-click (Mac) the name of the video, and click Update.

The changes reflect on all slides that use the video.

Using audio

You cannot associate additional audio to a slide video. Therefore, Adobe recommends that you use audio in file and not audio as object ensure proper synchronization.

Setting timing

❖ In the Timing area of the Property Inspector (Window > Properties), specify the seconds after which the slide video must appear on the specific slide.

Setting transition

❖ In the Transition area of the Property Inspector (Window > Properties), specify the transition effects for the slide video.

Note: *Transition effects do not apply to slide videos that are used in the TOC.*

Setting the size and position of slide videos

1 In the Position & Size area of the Property Inspector (Window > Properties), specify the values for size and position.

Note: *Applying arbitrary sizes to video objects degrade the quality of the video on published project.*

2 Click to apply the values to all the slides in the slide video group. Slide video group consists of slides into which you imported the slide video simultaneously.

Note: *Apply to all applies the size and position values only to the group of slides into which the slide video was imported. These values do not apply to other instances of the video in the project (other slide video groups).*

Best practices to use slide videos effectively

- Use slide videos when you want the video to play in synchronisation with the slide contents. For other purposes, use the FLV file or F4V object, where user gets to control the video (for example, play or pause the video).
- Ensure that the videos have sufficient keyframes. The recommended keyframe interval is at least one keyframe in every 2 secs.

  You can use Adobe Media Encoder (AME) to increase the keyframe interval if necessary. For a 30-fps video, configure the keyframe-distance to be 60 (frames) in AME (or any other tool of your preference).
- Ensure that the videos have optimal bit-rates so that viewers' experience is good. Else, many 'loading...' messages are displayed to the users.

  Decide the bit-rates based on the server's as well as your target users' bandwidth. For information on calculating bit-rates, see the article at www.adobe.com/devnet/flash/apps/flv_bitrate_calculator .
- Import video from your local machine rather than from a shared network location. Large videos imported directly from network locations cause excessive delays and occasional system instability.
- Ensure that the minimum duration for a portion of video on a slide (per slide video) is 3 seconds. This duration is necessary to ensure that at least a couple of keyframes are assigned per slide.
- Ensure that the maximum duration of a slide video is 999 seconds (maximum slide duration). If the video is longer than this duration, distribute it among multiple slides. Videos longer than 999 seconds can cause system instability.
- Video dimensions:
  - Ensure that the video object dimension is the same as that of the original video for optimal quality.
  - Do not change the aspect ratio of the video even if you cannot maintain equal dimensions for the video object and original video. Otherwise, the video loses quality.
  - Keep the dimensions of a video that you want to include in the TOC as: Height 144 and Width 196.

Synchronizing slide videos with the project

1. Decide which of the slides in the project need slide videos. Set optimal duration for such slides so that synchronization is more effective.
2. Arrange the slides in the order in which they must appear in the video. Reordering the slides after importing the video is not recommended.
3. Import the video with distribution to span across slides.
4. Use the Edit Video Timing dialog box to specify which part of the video plays on which slide. For more information see "Edit video timing" on page 110.
5. Specify which object must appear at what part of the video clip. For more information, see "Synchronizing objects with video" on page 110.

Publishing projects with slide videos

By default, the published SWF files with slide videos are optimized for progressive downloads of videos. You can host the publish folder with the SWF file on a web server without changing any settings.

To host the videos on a server other than the one on which the SWF file exists (for example, a video server) or if you want to use streaming or Flash Video Streaming Service (FVSS):

1. Upload the videos to the server.
2. In the Video Management dialog box (Video > Video Management), specify the path of the video on the server.

If streaming, specify the rtmp path. If you are using FVSS, specify the path given by the FVSS provider.

Set audio for noninteractive objects

You can add an audio file to noninteractive objects. The audio file is played when the object appears on the slide.

1 To add audio, go to the Audio area in the Property Inspector (Window > Properties) and then click Add Audio.

The Object Audio dialog box appears.

Record Audio Click to record. Recording audio requires some basic equipment.

Stop Audio Stops playing the audio file.

Play Audio Plays the audio file.

Import Displays the Import Audio dialog box. This dialog box lets you browse to an audio file and import it.

Library Opens the Library. The Library lists all audio files that are already part of the currently open Adobe Captivate project.

Edit This tab lets you edit the audio file in various ways, such as inserting silent periods and adjusting the volume.

Settings Opens the Audio Settings dialog box. You can change audio settings such as input source, quality level, and calibration. Click the Settings button to make your selections.

2 Specify the following in the Audio area:

Stop Slide Audio When Slidelet Appears (for Rollover Slidelet) Any audio associated with the slide stops playing when the slidelet appears in the movie.

Fade In [#] Seconds Specifies the time for the audio to fade in to full volume.

Fade Out [#] Seconds Specifies the time for the audio to fade out to silence.

Fix size and position of noninteractive objects

To specify the exact size and position of the object, in the Property Inspector (Window > Properties), specify the values in the Transform area. Using these options instead of dragging the object helps you create consistent objects throughout your project.

X Specifies the position of the X coordinate of the object, in pixels.

Y Specifies the position of the Y coordinate of the object, in pixels.

Width Specifies the horizontal width of the object, in pixels.

Height Specifies the vertical height of the object, in pixels.

Constrain Proportions Maintains the height-to-width ratio of the object. If either the height or width of the object is changed, the other dimension is changed to maintain the relative proportion of the object.

Angle Angle of rotation of the objects.

Chapter 8: Interactive Objects

Interactive objects collect data from users, and provide feedback based on such data.

Buttons

You can increase the interactivity of your Adobe Captivate projects by adding buttons. To quickly add a button, use the default button style (a plain, white rectangle). You can also import custom button images. You can size and position buttons on a slide. You determine what happens after the user clicks the button.

Add a button

Note: *Resize any buttons before resizing the project. Resizing a project does not resize the buttons automatically.*

1. Open the slide to which you want to add a button.
2. Select Insert > Standard Objects > Button.

   Note: *You can delete a button at any time by selecting it and pressing the Delete key. When you delete a button, all associated objects (such as success and failure captions) are also deleted.*

   The button appears on the slide.
3. Size and drag the button as desired.
4. Double-click the Success, Failure, or Hint captions to edit the text.
5. To change the properties of the button, click the button and change the properties in the Property inspector.

Properties of buttons

To view the properties of a button, select it on the slide. The Property inspector displays the properties of the button.

When you change the properties, the changes are instantly applied to the selected instance of the button. Click the Apply to all icon to apply the changes to all the buttons in the project or to those that use the same object style.

More Help topics

"Learning management system (LMS)" on page 240

"Project navigation using interactive objects" on page 126

Button

Item Name Enter a unique name for the button. You can use this name when defining the visibility conditions for the button.

Visible Clear this option if you want the button to be invisible when the project is played. The object can be made visible when a specific event occurs such as the entry to a slide or exit from a slide. For more information, see "Controlling the visibility of objects" on page 55.

Style Select a style for the button. To define a new style, select Edit > Object Style Manager. For more information on object styles, see "Object style" on page 56

General

Text Button Button with text displayed on it.

- **Caption** Type text that you want displayed on the button.
- **Make Button Transparent** Makes the button transparent. When a text button is transparent, only its text appears on the slide.

Transparent Button Adobe Captivate recognizes the color of the upper-left pixel in the image and makes that color transparent throughout the button.

- **Stroke** Color for the border of the button.
- **Fill Color** Color of the button.
- **Width** Thickness of the border around the button.

Image Button Use an image as a button. You can browse to an image available in the gallery or choose from the menu displayed.

- **Make Button Transparent** Creates a button that is completely or partially transparent. You can select the degree of transparency.

Character

Family Displays the font family associated with the text entered in the button.

Style Displays the style for the characters entered in the button.

Size Displays the size of the characters entered in the button.

Format Displays the format (bold or italic) for the text entered in the button.

Color Displays the color of the characters entered in the button.

Note: *When you change the properties in this section, the object style in the General section is prefixed with a '+' sign. This indicates that the style is now in a overridden state. For more information on object styles, see "Object style" on page 56*

Action

On Success Specifies the event that occurs when a user clicks the button. For the description of the available options, see "Project navigation using interactive objects" on page 126.

Attempts [#] Specifies the number of times the user can attempt the question before the specified action takes place. By default, the number of attempts allowed is infinite. To specify a number, clear the Infinite check box and then click the numeral associated with the Attempts option.

Infinite Allows users an unlimited number of attempts.

Last Attempt Specifies the event that should take place after the last attempt. For the description of the available options, see "Project navigation using interactive objects" on page 126.

- If you select Open URL Or File or Open Another Project, click the inverted arrow icon next to the URL or the Project field to select the window in which the URL, file, or project appears. Select from Current, New, Parent, and Top. If you choose New, Parent, or Top, you also have the option to continue playing the original project when the URL, file, or project opens.
- If you select Send E-mail To, you have the option to continue playing the project while the e-mail message is prepared and sent.

Shortcut You can specify a keyboard shortcut for the mouse-click. Users can use the keyboard shortcut instead of the mouse. For example, suppose you select Control+Shift+Enter as the keyboard shortcut for the mouse-click. The click is treated as correct (a click within the box) when users press this combination. If they press the wrong combination, it is treated as a click outside the box.

Note: *If your Adobe Captivate project is displayed in a browser, set keyboard shortcuts that do not conflict with common browser shortcuts. For example, F1 is frequently used as a keyboard shortcut to display Help. The Control, Alt, and Shift keys map to the Control, Option, and Shift keys on Macintosh® computers, respectively.*

Options

Success select this check box to include a caption to be displayed when the user clicks the button.

Failure select this check box to include a caption to be displayed when the user clicks outside the button.

Hint select this check box to specify a hint to be displayed to users. The hint is displayed when the user moves the mouse over the button.

Pause For Success/Failure Captions select this check box to pauses the project until all success and failure captions are displayed.

Show Hand Cursor Over Hit Area Select this check box to change the pointer to a pointing hand when the user moves the pointer over the button.

Double Click Select this check box if you want the users to double-click the button.

Disable Click Sound Select this check box to disable the click sound that is played when users click inside the button area.

Shadow

Enable Select the check box to apply shadow to the button.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For Specifies how long the button is displayed on the slide.

Appear After Specifies the delay between the first appearance of the slide and the first appearance of the button.

Pause After Specifies the point at which the project pauses so that the user can click the button. The project continues only after the user clicks the button.

Reporting tab

If you want to keep score for the button or coordinate the score with a learning management system, use the Reporting tab.

Include In Quiz Considers the button as a question in the current quiz. The points assigned to this button are added to the score results of the current quiz.

Points The score that you want to assign to the question. The maximum is 100 points, the minimum is 0. The points assigned to this button are added to the score results of the current quiz.

Add To Total Includes the points for the correct click in the total score.

Report Answers Sends the quiz score to the learning management system (LMS).

Interaction ID Sends tracking information to your learning management system. Use the interaction ID specified by your learning management system.

Audio tab

Fade In [#] Specifies the time for the audio to fade in to full volume.

Fade Out [#] Specifies the time for the audio to fade out to silence.

Stop Slide Audio When Clicked Stops playing the audio file associated with the slide when the users click button. This option stops only the slide audio, not the background audio. Also, using a keyboard shortcut does not stop the audio.

Stop Slide Audio When Paused Stops playing the audio file associated with the slide when the project is paused.

Add Audio Allows you to associate an audio with the button.

Transform

Use this section to define the exact size or location of the buttons in terms of pixels. You can also specify the rotation of a button in this section.

X Position of the button on the X-axis

Y Position of the button on the Y-axis.

W Width of the button.

H Height of the button.

Constrain Proportions Maintains the height-to-width ratio of the button when you resize it.

Angle Angle of rotation of the button.

Properties of review buttons

The Review button is present on the quiz results slide. When users click the Review button, they are presented with a slide that provides a report of the questions that were answered correctly and incorrectly. It also provides the correct answers to all the questions. The properties of review buttons are similar to those of normal buttons.

More Help topics

"Set general quiz preferences" on page 174

Automatically resize buttons

You can configure Adobe Captivate to automatically resize a button or caption according to the amount of text in the button. If you edit the text, the button changes size to accommodate the new text.

1 In an open project, select Edit > Preferences (on Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Defaults under the Global menu.

3 Select Autosize Buttons in the General panel on the right.

Note: *Best practice is to resize buttons before resizing the project. Resizing a project does not resize the buttons automatically.*

Modify buttons on question slides

You can modify some properties of buttons on question slides. The standard buttons are Clear, Back, Submit, and Skip.

1 Select the question button that you want to modify.

2 In the Quiz Properties panel, set the values for the various options.

Note: *Resize any buttons before resizing the project. Resizing a project does not resize the buttons automatically.*

Click boxes

Click boxes are areas on the slide where the user must click before the next action can take place. You can use click boxes to demonstrate an application's functionality, for example, by placing them on menus or buttons where the user must click. You can determine what happens after the user performs a successful click. For example, the project can advance to the next slide, open a URL, or send an e-mail message.

You can insert the following types of click boxes in Adobe Captivate:

- Right-click box
- Left-click box
- Double-click box

Unless specified as a double-click or right-click box in the properties, click boxes act as left-click boxes. You can recognize the different kinds of click boxes by their associated icons.

Right-click boxes are not supported in the following cases and act as left-click boxes after you publish the Adobe Captivate project:

- Publishing a project as a SWF file (HTML option enabled) unless you:
  - Disable accessibility (Edit > Preferences > Project > Publish Settings)
  - Publish SWF in a trusted path if you are planning to serve the content from a CD. If the javascript is enabled in the browser and the content is served from a webserver, this step is not required.
- Publishing a project with 508 compliance enabled.
- Publishing a project to a PDF file.
- Publishing a project as EXE files.

Note: *Right-click boxes are not supported during the project preview (Project, From This Slide, and Next 'n' Slides preview options).*

After you have added a click box to your project, you can view and edit its properties using Property inspector. To view the properties of a click box in relation with other interactive objects in the project, select Project > Advanced Interaction.

Properties of click boxes

To view the properties of a click box, select it on the slide. The Property inspector displays the properties of the click box.

When you change the properties, the changes are instantly applied to the selected instance of the click box. Click the Apply to all icon to apply the changes to all the click boxes in the project or to those that use the same object style.

Click Box section

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide. The object can be made visible using the Show option. For more information, see "Controlling the visibility of objects" on page 55.

Action section

On Success Specifies the event that occurs when a user clicks the box. For the description of the available options, see "Project navigation using interactive objects" on page 126.

Attempts [#] Specifies the number of times the user can attempt the question before the specified action takes place. By default, the number of attempts allowed is infinite. To specify a number, clear the Infinite check box and then click the numeral associated with the Attempts option.

Infinite Allows users an unlimited number of attempts.

Last Attempt Specifies the event that should take place after the last attempt. For the description of the available options, see "Project navigation using interactive objects" on page 126.

- If you select Open URL Or File or Open Another Project, click the inverted arrow icon next to the URL or the Project field to select the window in which the URL, file, or project appears. Select from Current, New, Parent, and Top. If you choose New, Parent, or Top, you also have the option to continue playing the original project when the URL, file, or project opens.
- If you select Send E-mail To, you have the option to continue playing the project while the e-mail message is prepared and sent.

Shortcut You can specify a keyboard shortcut for the mouse-click. Users can use the keyboard shortcut instead of the mouse. For example, suppose you select Control+Shift+Enter as the keyboard shortcut for the mouse-click. The click is treated as correct (a click within the box) when users press this combination. If they press the wrong combination, it is treated as a click outside the box.

Note: *If your Adobe Captivate project is displayed in a browser, set keyboard shortcuts that do not conflict with common browser shortcuts. For example, F1 is frequently used as a keyboard shortcut to display Help. The Control, Alt, and Shift keys map to the Control, Option, and Shift keys on Macintosh® computers, respectively.*

Options section

Success select this check box to include a caption to be displayed when the user clicks inside the click box.

Failure select this check box to include a caption to be displayed when the user clicks outside the click box.

Hint select this check box to specify a hint to be displayed to users. The hint is displayed when the user moves the mouse over the click box.

Pause For Success/Failure Captions select this check box to pauses the project until all success and failure captions are displayed.

Show Hand Cursor Over Hit Area Select this check box to change the pointer to a pointing hand when the user moves the pointer over the click box.

Double Click Select this check box if you want the users to double-click the click box.

Disable Click Sound Select this check box to disable the click sound that is played when users click inside the click box area.

Pause Project Until User Clicks Select this check box to pause the project till the users click the click box. The project resumes only after the user clicks the click box.

Right Click Select this check box if you want the users to right-click on the click box.

Timing section

Display For [Time] Specifies the time for which the click box appears on the slide.

Appear After [#] Seconds Specifies the time after which the click box appears on the slide after the slide starts playing.

Audio section

Fade In [#] Specifies the time for the audio to fade in to full volume.

Fade Out [#] Specifies the time for the audio to fade out to silence.

Stop Slide Audio When Clicked Stops playing the audio file associated with the slide when you click inside the click box area. This option stops only the slide audio, not the background audio. Also, using a keyboard shortcut does not stop the audio.

Stop Slide Audio When Paused Stops playing the audio file associated with the slide when the project is paused. For example, if you have enabled the Pause Project Until User Clicks option, the slide audio stops until the user clicks inside the click box area.

Add Audio Allows you to associate an audio with the click box.

Reporting section

You can assign a score to every correct mouse-click and coordinate the score with a learning management system.

Include In Quiz Considers the click box as a question in the current quiz. The points assigned to this click box are added to the score results of the current quiz.

Points The score that you want to assign to the question. The maximum is 100 points, the minimum is 0. The points assigned to this click box are added to the score results of the current quiz.

Add To Total Includes the points for the correct click in the total score.

Report Answers Sends the quiz score to the learning management system (LMS).

Interaction ID Sends tracking information to your learning management system. Use the interaction ID specified by your learning management system.

More Help topics

"Learning management system (LMS)" on page 240

Transform section

Use this section to define the exact size or location of the click box in terms of pixels. You can also specify the rotation of a click box in this section.

X Position of the click box on the X-axis

Y Position of the click box on the Y-axis.

W Width of the click box.

H Height of the click box.

Constrain Proportions Maintains the height-to-width ratio of the click box when you resize it.

Angle Angle of rotation of the click box.

More Help topics

"Project navigation using interactive objects" on page 126

Add a click box

1 Open the slide to which you want to add a click box.

2 Select Insert > Standard Objects > Click Box. A click box appears on the slide.

3 Size and drag the click box as desired.

4 Double-click the Success, Failure, or Hint captions to edit the text.

5 To change the properties of the click box, click the box and change the properties in the Property inspector.

Text entry boxes

Text entry boxes are text fields into which users can enter text. Text entry boxes are a great way to test users' knowledge. After the user answers a question, Adobe Captivate matches the answer with the answers that you have set when creating the text entry box. You can even provide a hint to the user if you want to.

Add a text entry box

1 Open the slide to which you want to add a text entry box.

2 Select Insert > Standard Objects > Text Entry Box. The text entry box appears on the slide.

3 Size and drag the text entry box as desired.

4 Double-click the Success, Failure, or Hint captions to edit the text.

5 To change the properties of the text entry box, click the box and change the properties in the Property inspector.

Properties of text entry boxes

To view the properties of a text entry box, select it on the slide. The Property inspector displays the properties of the text entry box.

When you change the properties, the changes are instantly applied to the selected instance of the text entry box. Click the Apply to all icon to apply the changes to all the click boxes in the project or to those that use the same object style.

Text Entry Box

Item Name Enter a unique name for the text entry box. You can use this name when defining the visibility conditions for the box.

Visible Clear this option if you want the text entry box to be invisible when the project is played. The object can be made visible when a specific event occurs such as the entry to a slide or exit from a slide. For more information, see "Controlling the visibility of objects" on page 55.

Style Select a style for the text entry box. To define a new style, select Edit > Object Style Manager. For more information on object styles, see "Object style" on page 56

General

Default Text Displays the default text that appears in the text entry box. The user can overwrite the displayed text to type the answer. For example, you can set a default text for the text entry box saying, "Enter the answer here."

Retain Text Allows users to view their previously entered answer if they return to this slide using the Back button.

Show Text Box Frame Enables or disables the visibility of the text entry box frame. If you do not select this option, only the Default Text is displayed to the user.

Password Field Displays asterisks in the text entry box to indicate that the box is a password field.

Validate User Input Validates the input provided by the users. The box behaves like a form field and accepts any user input.

- **Success Caption** The caption displayed when the user provides the correct answer.
- **Failure Caption** The caption displayed when the user provides an incorrect answer.

Var Associated Indicates the name of the variable that stores the value entered in the text entry box by users. To specify a different variable name, click the 'X' icon, type the name of the variable, and click Ok.

On Focus Lost Select the action that should be performed when the user presses Enter or Tab.

Character

Family Displays the font family associated with the text entered in the text entry box.

Style Displays the style for the characters entered in the text entry box.

Size Displays the size of the characters entered in the text entry box.

Format Displays the format (bold or italic) for the text entered in the text entry box.

Color Displays the color of the characters entered in the text entry box.

Note: *When you change the properties in this section, the object style in the General section is prefixed with a '+' sign. This indicates that the style is now in a overridden state. For more information on object styles, see "Object style" on page 56*

Action

On Success Specifies the event that occurs when a user clicks the box. For the description of the available options, see "Project navigation using interactive objects" on page 126.

Attempts [#] Specifies the number of times the user can attempt the question before the specified action takes place. By default, the number of attempts allowed is infinite. To specify a number, clear the Infinite check box and then click the numeral associated with the Attempts option.

Infinite Allows users an unlimited number of attempts.

Last Attempt Specifies the event that should take place after the last attempt. For the description of the available options, see "Project navigation using interactive objects" on page 126.

- If you select Open URL Or File or Open Another Project, click the inverted arrow icon next to the URL or the Project field to select the window in which the URL, file, or project appears. Select from Current, New, Parent, and Top. If you choose New, Parent, or Top, you also have the option to continue playing the original project when the URL, file, or project opens.
- If you select Send E-mail To, you have the option to continue playing the project while the e-mail message is prepared and sent.

Shortcut You can specify a keyboard shortcut for the mouse-click. Users can use the keyboard shortcut instead of the mouse. For example, suppose you select Control+Shift+Enter as the keyboard shortcut for the mouse-click. The click is treated as correct (a click within the box) when users press this combination. If they press the wrong combination, it is treated as a click outside the box.

Note: *If your Adobe Captivate project is displayed in a browser, set keyboard shortcuts that do not conflict with common browser shortcuts. For example, F1 is frequently used as a keyboard shortcut to display Help. The Control, Alt, and Shift keys map to the Control, Option, and Shift keys on Macintosh® computers, respectively.*

Options

Success select this check box to include a caption to be displayed when the user clicks inside the click box.

Failure select this check box to include a caption to be displayed when the user clicks outside the click box.

Hint select this check box to specify a hint to be displayed to users. The hint is displayed when the user moves the mouse over the click box.

Pause For Success/Failure Captions select this check box to pauses the project until all success and failure captions are displayed.

Show Button Adds a Submit button to the text entry box by default. Click the button to change its properties such as the label for the button and the formatting of the characters in the label.

Show Scrollbar Displays a scroll bar when the user exceeds the space available in the text entry box.

Shadow

Enable Select the check box to apply shadow to the text entry box.

Direction Select the direction: inner or outer. The preview of the selected direction is displayed on stage.

Presets click one of the images in Presets to apply a shadow with standard angle, distance, blur, and color settings. You can customize these settings using the appropriate options in the Shadow accordion.

Color click to select a color for the shadow. Specify the alpha for the color, in percentage, in the adjacent field.

Blur Specify a value, in pixels, for the blur of the shadow.

Angle Specify the angle for the shadow.

Distance specify the distance, in pixels, at which the shadow must be displayed.

Timing

Display For Specifies how long the text entry box is displayed on the slide.

Appear After Specifies the delay between the first appearance of the slide and the first appearance of the text entry box.

Pause After Specifies the point at which the project pauses so that the user can enter text in the text entry box. The project continues only after the user submits the correct answer.

Transition

Effect Displays the transition effect for the text entry box. You can apply a fade in or fade out effect and set the time for the fading effects.

Fill And Stroke

Fill indicates the background color of the text entry box. To change the color, click the Fill box and click a color in the color palette.

Reporting tab

If you want to keep score for the text entry box or coordinate the score with a learning management system, use the Reporting tab.

Include In Quiz Considers the text entry box as a question in the current quiz. The points assigned to this box are added to the score results of the current quiz.

Points The score that you want to assign to the question. The maximum is 100 points, the minimum is 0. The points assigned to this text entry box are added to the score results of the current quiz.

Add To Total Includes the points for the correct click in the total score.

Report Answers Sends the quiz score to the learning management system (LMS).

Interaction ID Sends tracking information to your learning management system. Use the interaction ID specified by your learning management system.

More Help topics

"Learning management system (LMS)" on page 240

Audio tab

Fade In [#] Seconds Specifies the number of seconds until the audio fades in to full volume.

Fade Out [#] Seconds Specifies the number of seconds until the audio fade outs to silence.

Add Audio Allows you to associate an audio with the click box.

Transform

Use this section to define the exact size or location of the text entry box in terms of pixels. You can also specify the rotation of a text entry box in this section.

X Position of the text entry box on the X-axis

Y Position of the text entry box on the Y-axis.

W Width of the text entry box.

H Height of the text entry box.

Constrain Proportions Maintains the height-to-width ratio of the text entry box when you resize it.

Angle Angle of rotation of the text entry box.

Add JavaScript to boxes and buttons

You can add JavaScript to click boxes, text entry boxes, and buttons in Adobe Captivate projects. The JavaScript can run when a user clicks inside or outside the box or button. Using JavaScript gives you the opportunity to extend projects in numerous ways while adding interactivity.

1. Click the click box, text entry box, or the button.
2. In the Action section of the Property inspector, select Execute JavaScript in the On Success or Last Attempt list as required.
3. Click Script_Window.

4 Enter your JavaScript code in the text box and click OK. If you have the JavaScript in another location, copy it and paste it into the text box.

Add audio to boxes and buttons

You can import an audio file to use with buttons, highlight boxes, click boxes, or text entry boxes. You can use the audio files that are available in the Gallery or record your own audio to associate with these objects. The Gallery folder is in C:\Program Files\Adobe\Adobe Captivate 5 (on Windows) and /Applications/Adobe Captivate 5/Gallery/ (on Mac OS).

You can also use the Library to add an audio file that already exists in the project.

The audio file plays when the object appears. You can also associate Audio with Success, Failure, or Hint captions.

Import an audio file

1 Click the click box, text entry box, or the button.

2 In the Audio section of the Property inspector, click Add Audio.

3 In the Object Audio dialog box, click Import (F6).

4 Browse to the audio file you want to add, select the file, and click Open.

5 To listen to and test the audio file, click the Play icon.

6 To change the audio settings such as input devices, quality level, or calibration, click Settings.

7 Click the Edit tab to edit the audio file (change volume, add silence, and change length).

8 Click Save and then Close.

Import an audio file from the Library

1 Click the click box, text entry box, or the button.

2 In the Audio section of the Property inspector, click Add Audio.

3 In the Object Audio dialog box, click Library.

Note: *To use the Library option, the Adobe Captivate project must contain one or more audio files. If the project has no audio files, the Library option is unavailable.*

4 In the Select Audio From The Library dialog box, select the audio file, and click OK. To use an audio file that does not exist in the library, click Import.

5 To listen to and test the audio file, click the Play icon.

6 To change the audio settings such as input devices, quality level, or calibration, click Settings.

7 Click the Edit tab to edit the audio file (change volume, add silence, and change length).

8 Click Save and then Close.

Project navigation using interactive objects

You can define the navigation options using interactive objects according to the following:

- When the user performs the action as defined in the application
- When the user performs an action other than that defined in the application

The following list describes actions available in both the On Enter and On Exit menus in the Property inspector of a slide.

Note: *The options Go To Previous Slide, Go To Next Slide, Go To Last Visited Slide, and Jump To Slide are available only in the On Exit menu.*

Continue The movie moves to the next defined action.

Go To The Previous Slide The previous slide is displayed to the user.

Go To The Next Slide The movie moves to the next slide.

Go To The Slide Last Visited The movie moves to the previously viewed slide.

Jump To Slide The movie moves to the specified slide.

Open URL Or File A web browser opens with the specified web page if the user has internet connectivity. Alternatively, you could open a specified file for the user.

Open Another Project Opens the specified Adobe Captivate project.

Send E-mail To A draft of the default e-mail editor opens with the e-mail address specified in the To field.

Execute JavaScript Adobe Captivate runs the specified JavaScript.

Execute Advanced Actions Adobe Captivate runs the script written in Adobe Captivate.

Show When the user performs the required action, the specified hidden object is made visible

Hide When the user performs the required action, the specified object is hidden from the user.

Enable When the user performs the required action, it activates another object in the project.

Disable When the user performs the required action, it disables another object in the project.

Assign When the user performs the required action, the value of the specified variable is set inside the object.

Increment When the user performs the required action, the value of the specified variable is incremented accordingly.

Decrement When the user performs the required action, the value of the specified variable is decremented accordingly.

Apply Effect When the user performs the required action, the effect associated with the specified object is applied.

No Action Nothing happens when the user exits the slide.

Chapter 9: Widgets

In Adobe Captivate, widgets are configurable SWF objects created in Flash. Widgets can help provide enhanced interactivity and rich content rapidly.

Adobe Captivate is shipped with pre-configured widgets in the Gallery folder:

- On Windows: \\Program Files\Adobe\Adobe Captivate <version number>\Gallery\ Widgets
- On Mac OS: /Applications/Adobe Captivate 5/Gallery/Widgets

Developers can create widgets in Flash by building the content structure, with interactivity, and providing some parameters for customization through Adobe Captivate. When users of Adobe Captivate insert a widget, they can customize these parameters based on the course content. For example, users of a pie chart widget can customize the size and colors of the different segments of the chart.

The base code for creating different types of widgets for Adobe Captivate is available in Flash. Developers can use this base code for widgets inserted in Adobe Captivate.

Note: *Animated SWF files, unlike SWF files for widgets, are not configurable.*

Developers can do the following:

- Control the visibility of the widget. Developers can choose to make certain facets of the widget available to the users in Adobe Captivate for preview or customization.
- Define the behavior of the widget in response to user input.
- Make widgets interact with each other.

Note: *You must have Flash CS5 installed on your computers to create widgets for Adobe Captivate.*

For information on the widget classes and events you can use, see this blog.

Types of widgets

Static widget

Static widgets are not interactive. They are meant to display information.

For example, you can use the certificate widget to create a certificate with the following information:

- Name of the person taking the course
- Name of the course
- Score of the person taking the course
- Grade achieved by the person taking the course
- Date on which the course was taken

To use this widget, do the following:

1. Insert a minimum of one question slide.
2. Insert a blank slide after the results slide.
3. Insert the CertificateWidget.swf file from the Widget panel in the inserted slide.

4 Choose a template and fill out the appropriate details, such as, course name, course duration, and the signature.

When users take the quiz, a slide with a text entry box for the user name appears after the result slide. The users type their name in the box and click Submit to view the certificate. The certificate is then populated with the user name and other parameters that you chose while inserting the widget.

Interactive widget

Interactive widgets change their appearance or function based on user input.

If you are a developer trying to create an interactive widget in Flash, you can explore the code for the button widget. The code gives you an idea of how to create interactive widgets. Look for the button widget, FlashButton.fla, on your computer in the \\Program Files\Adobe\Adobe Captivate <version number>\Gallery\ Widgets\FlashButton.wdgt (on Windows) and /Applications/Adobe Captivate 5/Gallery/Widgets/FlashButton.wdgt (on Mac OS).

The button widget glows when the user moves the pointer over it.

1 Insert a blank slide.

2 Insert the FlashButton.swf file from the Widget panel (Window > Widget).

3 Preview the slide. When you move the pointer over the button, the Button widget glows.

Question widget

You can use question widgets to add new question types in Adobe Captivate. The following procedure explains how to insert a widget for mulitple choice questions:

1 Insert a blank slide.

2 Insert the widget MCQ_AS3.swf from the Widget panel. Two slides, one with a placeholder for the question and the other for the scores are inserted.

3 Type the question and multiple choices as required.

4 To insert another question, insert a blank slide after the slide that contains the question and then insert the widget again.

Note: *Use the Quiz Properties panel to edit properties such as the points scored per correct answer and the buttons to be displayed in the slides.*

Widget panel

The Widget panel (Window > Widget) displays all the widgets that are present in the \\Program Files\Adobe\Adobe Captivate <version number>\Gallery\Widgets folder (on Windows) and /Applications/Adobe Captivate 5/Gallery/Widgets (on Mac OS). You can add widgets to a slide by dragging the widget from the panel to the slide. Alternatively, you can select a widget in the panel and click Insert. A preview of the widget is displayed in the Preview panel when you select a slide. Developers creating widgets can define the image that users see in the preview panel.

Sort widgets in the Widget panel

You can sort widgets according to their type in the Widget panel.

❖ Use the menu at the bottom of the panel to select the type of widgets that you want displayed.

Add new widgets to the Widget panel

1 Click the browse icon on the Widget panel.

2 In the Browse For Folder dialog box, navigate to the widget that you want to add to the panel.

3 Select the widget, and click Open.

Change the default location of the Widget panel

The widgets in the Widget panel are picked up from the *\\Program files\Adobe\Adobe Captivate 5\Gallery\Widgets* folder (on Windows) and /Applications/Adobe Captivate 5/Gallery/Widgets folder (on Mac OS). You can change this default location by pointing the Widget panel to an alternative folder.

- Click the Change Path icon. In the Browse For Folder dialog box, select a folder from which to populate the Widget panel.

Download widgets from Adobe Captivate Exchange

You can download widgets from Adobe Captivate Exchange to the Widget panel.

- Click the Adobe Captivate Exchange icon. Download the widget from the Adobe Captivate Exchange website.

Linked widgets

If you have a widget that references other widgets, do the following to display the widget in the Widget panel.

1 Save all the related widgets in a single folder.

2 Create a description.xml file that provides information about the linking of SWF files.

The description.xml file contains the following tags:

Description Description of the widget.

Type Type of the widget: Static, Interactive, or Question.

Name Name of the main SWF file that uses the linked SWF files.

Linkedfiles Name of the SWF files that are linked to the main SWF file. Use semicolons to separate the names.

3 Compress the folder and name the ZIP file, giving it a .wdgt extension.

4 Place the ZIP file in the Widgets folder. The path to this folder is \\Program Files\Adobe\Adobe Captivate <version number>\Gallery\ (on Windows) and /Applications/Adobe Captivate 5/Gallery (on Mac OS).

Create widgets

Create static widgets

1 In Adobe Captivate, select File > New > Widget in Flash.

2 In the Create New Widget dialog box, select Static in the Widget menu and then click OK.

3 In Flash, select Window > Actions.

4 The Actions panel appears with the template code for the static widget. Customize this code to create your widget.

Create interactive widgets

1 In an open project, select File > New > Widget In Flash.

2 In the Create New Widget dialog box, do the following:

   a In the Widget menu, select Interactive.

   b In the ActionScript Version menu, select the ActionScript version that you plan to use when writing the widget code in Flash.

   c Click OK.

3 In Flash, select Window > Actions.

4 The Actions panel appears with the template code for the interactive widget. Customize this code to create your widget.

Create question widgets

1 Select File > New > Widget In Flash.

2 In the Create New Widget dialog box, select Question and then click OK.

3 In Flash, right-click (Windows) or Control-click (Mac OS) the Actions layer in the Timeline, and select Actions.

4 The Actions panel appears with the template code for the question widget. Customize this code to create your widget.

   Note: *You can add question widgets to question pools. They are treated as any other question slide.*

Create a .wdgt file

A WDGT file is a widget format in which the widget uses linked files.

The WDGT file is a file with .wdgt extension containing linked SWF files, and a description.xml file that contains information about the linking.

1 Publish the FLA as a SWF file in Flash.

2 Create a `description.xml file`. If the main SWF file, ABC.swf, uses two linked files PQR.swf and XYZ.swf, the description.xml file is in the following format:

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
<widget>
<Description>This is a ABC widget(static)</Description>
<Type>isStatic</Type>
<Name>ABC.swf</Name>
<linkedfiles>PQR.swf</linkedfiles>
<linkedfiles>XYZ.swf</linkedfiles>
</widget>
```

3 Do one of the following:

   a Create a folder, and copy the SWF files and the description.xml files into the folder. Change the extension of the folder to .wdgt, and place it in the Widgets folder of the Captivate installation folder.

   b ZIP the file, and change the extension of the zipped file to .wdgt.

Twitter widget

The Twitter widget facilitates in-context collaboration between you (the author) and your users (elearners). It helps you simulate a classroom environment in which elearners can ask questions to you and co-elearners in 'real-time'.

When you publish a project containing the Twitter widget, your users can ask questions from within the project without having to log on to Twitter. The questions appear to you and others at the appropriate context of the project in which they are asked.

While the questions can be asked only from a published project, the replies can be provided from any of the following:

- Twitter- accessed through a web browser or a mobile device.
- Within the published Adobe Captivate project using the Reply button that appears when the Twitter icon is clicked.

Adding the Twitter widget to projects

1 Download the Twitter widget from Adobe Exchange. The .zip file that you download contains the following files:
   - twitterwidget.swf — The Twitter widget that you can insert into your Adobe Captivate projects.
   - Twitteroauth.zip — The OAuth configuration file for authenticating Adobe Captivate when your users try to access the project with the Twitter widget.

2 Ensure that you have met the prerequisites for using the Twitter widget. See "Prerequisites" on page 131 for more information.

3 Set up your project by providing a unique name in the Preferences. See "Setting up the project" on page 132 for more information.

4 Insert the Twitter widget in your project. See "Inserting the Twitter widget in projects" on page 132 for more information.

Prerequisites

1 Install a Web server and PHP on a computer. You can opt for WAMP (for Windows) or MAMP (for Mac) that provides both.

   Note: *The computer can be the one on which you have installed Adobe Captivate or any other computer on your network.*

   Visit http://www.wampserver.com/en/download.php for downloading WAMP. For step-by-step instructions, see http://www.ehow.com/how_5921076_set-up-localhost-computer.html.

   Note: *Ignore the last step in these instructions that says continue according to the instructions on the WAMP web site.*

   Visit http://www.mamp.info/en/index.html for downloading MAMP. For step-by-step instructions, see http://documentation.mamp.info/en/mamp/installation.

2 On the Windows machine, configure PHP and the web server. See "Configuring PHP" on page 132 and "Configuring the web server" on page 132 for more information. This step is not required on Mac as the required parameters are enabled by default with MAMP.

3 Set up authentication for Adobe Captivate using OAuth. See "Setting up authentication through OAuth" on page 132

Your users (elearners) do not have to meet these prerequisites. They just need a valid Twitter account to access the projects with the Twitter widget.

Configuring PHP

On Windows, enable the CURL library. To do so, click the WAMPSERVER icon in the system tray, select PHP > PHP extensions, and then click `php_curl`.

To verify whether or not CURL is enabled, type http://localhost or http://localhost:8080 in a web browser, and click phpinfo() in the Tools section. Search for CURL on the page. Check if the row `cURL support` contains the value `enabled`.

Configuring the web server

On Windows, enable the `rewrite` module. To do so, click the WAMPSERVER icon in the system tray, select Apache > Apache modules, and then click `rewrite_module`.

To verify whether or not the `rewrite` module is enabled, type http://localhost or http://localhost:8080 in a web browser, and click phpinfo() in the Tools section. Search for rewrite on the page. Check if the `mod_rewrite` is listed in the row Loaded Modules (apache2handler table).

Setting up authentication through OAuth

1. Right-click (Windows) or Control-click (Mac) the file twitteroauth.zip and click Extract. The contents are extracted into the twitteroauth folder.

   Note: *twitteroauth.zip is available in the TwitterWidget.zip folder that you downloaded from Adobe Exchange.*

2. Place the twitteroauth folder into the root directory of your web server. To access the root directory:
   - (on Windows) Click the WAMPSERVER icon in the system tray and click www directory or navigate to <*WAMP_installation_folder*>/wamp/www.
   - (on Mac) Go to /Applications/MAMP/htdocs

Setting up the project

1. Open the project in which you want to insert the Twitter widget.
2. Go to Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac).
3. In the Preferences dialog box, click Information under Project in the Category list.
4. In the Project Name field, specify a name for your project. Choose a unique name as this name will be used as the hash tag in Twitter for the course.

Inserting the Twitter widget in projects

1. Open the Adobe Captivate project in which you want to insert the Twitter widget.
2. Click the first slide in the Filmstrip.
3. Click Insert > Widget. Browse to the location where you have downloaded the twitterwidget.swf, and click open. The Widget Properties dialog box appears.
4. In the Username field, type your Twitter account username. This account is considered to be the author's account.
5. In the PHP Location field, specify the location of the twitteroauth folder that you placed in the root directory as a URL in the following format:

   http://<*ipaddress_of_the_web_server*>/<*twitteroauth_folder_location*>

   For example, if you have placed the folder in c:/wamp/www/Twitter/twitteroauth, specify the PHP location as follows:

   http://<*ipaddress_of_the_web_server*>/Twitter/twitteroauth

On Windows, if you are accessing the web server home page using the port number 8080, then specify the port number for PHP location too. For example,

http://<*ipaddress_of_the_web_server*>:8080/Twitter/twitteroauth

On Mac, specify the port number 8888. For example,
http://<*ipaddress_of_the_web_server*>:8888/Twitter/twitteroauth

6 Click OK. The Twitter widget now appears on your slide. When you publish the output, the widget appears at the same position where it appears on the slide.

7 In the Timing panel of the widget's Property Inspector, click Rest Of Project in the Display For drop-down list.

Before you preview or publish your project, ensure that the status of the WAMP or MAMP server is 'Online'.

- On Windows, move your mouse on the WAMP server icon in the system tray. If the status indicates that the server is 'Offline', click the icon and then click Put Online.
- On Mac, launch MAMP. In the welcome screen, if you see a red button against Apache and PHP, click the adjacent buttons to put them online. The color of the buttons turn green.

Accessing the project outputs with Twitter widget

When you or your users try to access the project published with the Twitter widget, a prompt for the OAuth PIN appears.

1 Click Generate to generate the PIN.

If you have already logged into Twitter, click Allow to continue with the same account. To log in with a different account, click Sign-in.

If you have not logged into Twitter yet, you will be prompted to provide your Twitter username and password.

After you have logged in successfully, the PIN number appears in your default web browser.

Note: *If the PIN number does not appear in the browser window, allow the pop-ups in the browser, and try refreshing the page.*

2 Copy the PIN number and paste it into the OAuth PIN number field in the prompt that appeared in the project.

3 Click Login.

Searching for the project in Twitter

Use the name of the project to search for it in Twitter, TweetDeck, or search.twitter.com. All the tweets (questions and replies) that occurred in the project are listed. You can then tweet a reply or a question.

Collaboration workflow

The questions and replies that were tweeted before you or an elearner started viewing the project are grouped into conversation threads. You (the author) get to see all the conversation threads on the current slide, irrespective of which frame you are viewing. However, other elearners can view only those conversations that have occurred until the frame that they are currently viewing.

To view the conversation threads, click the Twitter icon.

All the tweets that occur during the time when you or an elearner is viewing the project output are indicated instantly. You (the author) are notified about the tweets that occur on any slide in the project, irrespective of whether or not you have viewed that slide yet. However, for other elearners, the tweets are listed in the conversation list that they can view when they reach that slide (and frame).

When a new question or a reply is tweeted, a second Twitter icon appears on the slide. This icon disappears as soon as all the tweets are viewed.

Note: *The second Twitter icon differs from the first one in the color of its wing. In the first icon, the wing of the bird is blue while in the second the color is yellow.*

All the viewed tweets are added to the conversation lists on the slide.

The following steps outline the collaboration workflow between an author, Casey, and elearners, Alex and Jaden:

1. Casey creates and publishes an elearning course with a Twitter widget.
2. Alex starts viewing the course and right-clicks on a table on Slide 10 (frame 2), and asks a question.
3. Jaden is also viewing the course at the same time.
   - If Jaden too is on Slide 10, frame 2 or has already viewed the slide, an additional Twitter icon appears on Jaden's machine. Jaden can click the icon to view the question and click reply to provide an answer. As soon as Jaden views the question, the additional icon disappears and the tweets (question and answer) are added a as a conversation thread.
   - If Jaden has not yet viewed Slide 10, frame 2, the question from Alex appears as a conversation thread. Jaden can click the original Twitter icon to view the question.
4. Casey is also viewing the course at the same time. Irrespective of which slide or frame Casey is viewing, an additional Twitter icon appears as soon as Alex or Jaden ask a question.
   - Casey can click the tweet to go to the context (slide 10, frame 2) and reply to the question.
   - Casey can access the older tweets by clicking the original Twitter icon.

How is the 'context' of tweets determined?

The following factors determine the context of a question:

- Frame number
- The location on the slide where the elearner clicks to ask a question

If you or other elearners are viewing the published project, clicking the conversation headers or the new tweets takes you to the context (slide and frame).

When you or other elearners view the tweets in the project using Twitter, the context is provided as follows:

FrameNumber, X co-ordinate, Y co-ordinate

For example, 245; 400; 194.

Asking questions

Only elearners (not the author) can ask a question in the project published with the Twitter widget.

1. Right-click (Windows) or Control-click (Mac), select Ask Question
2. Click inside the Ask A Question dialog box, and type the question
3. Click Send.

Replying to questions

You (the author) and the elearners can reply to any question in the project using the Twitter icon.

1 Click the Twitter icon to view the questions.

2 Click Reply to reply to a question or a conversation thread. To address your reply to a specific person, click the arrow mark adjacent to the name of the person.

3 Type the reply and click Send.

Properties of widgets

In addition to the parameters defined by the widget developer, Adobe Captivate allows you to set properties for widgets. You can modify the properties of a widget using its Property Inspector (Windows > Properties).

Widgets

Item Name Enter a unique name for the object. You can use this name when defining the visibility conditions for the object.

Visible Deselect this option if you want the object to be invisible on the slide by default. Use the Show action to make the widget visible. For more information, see "Controlling the visibility of objects" on page 55.

Animation

Object Name Name of the animation object.

Linkage Provides the link to the associated SWF file.

Update Click to reflect the modifications to the source file (if edited externally).

Source Link to the source FLA file of the animation SWF file.

Edit Click to edit the FLA file using Adobe Flash from within Adobe Captivate.

Alpha The transparency of the widget. At 0% transparency, the widget is opaque, and at 100%, transparency, it is invisible.

Widget Properties Click to display the Widget Properties dialog box that shows the parameters that you can use to customize the widget. These parameters are available only if the developer creating the widget has made provisions for customizing the widget. A snapshot of the widget may be displayed in this dialog box.

Timing

Display For [Time] Specifies how long the widget appears on the slide.

Appear After [#] Seconds Specifies the delay between the first appearance of the slide and the first appearance of the widget.

Pause After [#] Seconds Specifies the point at which the project pauses so that the user can follow the instructions in the widget.

Note: *This field applies only to interactive widgets.*

Transition

Effect Transition effect for the widget. You can apply a fade in or fade out effect, and set the time for the fading effects.

Action

On Success The options available if the user successfully fulfills the criteria specified in the widget. For more information, see "Project navigation using interactive objects" on page 126.

Attempts Define the number of attempts.

Infinite The user can attempt infinite number of times.

Last Attempt The options available if the user fails to fulfill the criteria specified in the widget in the defined number of attempts. For more information, see "Project navigation using interactive objects" on page 126.

Options

Select the appropriate options from the following:

Success The caption displayed when the user successfully completes the task assigned by the widget.

Failure The caption displayed when the user does not provide the input required by the widget.

Hint The caption providing a hint to the user. The hint is displayed when the user moves the pointer over the widget.

Pause For Success/Failure Captions Pauses the project until all success and failure captions are displayed.

Audio

To add audio to the widget, go to the Audio area in the Property Inspector (Window > Properties) and then click Add Audio.

Fade In [#] Seconds Specifies the number of seconds until the audio fades in to full volume.

Fade Out [#] Seconds Specifies the number of seconds until the audio fades out to silence.

Audio Displays Object Audio dialog box. For details, see

"Set audio for widgets" on page 137.

Transform

To define the exact size or location of the widget in terms of pixels, or to rotate the widget, click the Transform tab. Select from the following options:

X Position of the X coordinate of the object.

Y Position of the Y coordinate of the object.

W The width of the object.

H The height of the object.

Constrain Proportions Maintains the height-to-width ratio when the object is resized.

Angle Angle of rotation of the widget.

Reporting

If you want to keep score for the widget or coordinate the score with a learning management system (LMS), use the Reporting tab.

Include in Quiz The points assigned to the widget are added to the score results for the current quiz.

Points Points assigned to a correct answer. The maximum is 100 points; minimum is 0.

Add to Total The score of the button is added to the quiz total.

Report Answers Sends the score to the learning management system (LMS).

Interaction ID Sends tracking information to the LMS based on the interaction ID specified by the LMS.

More Help topics

"Project navigation using interactive objects" on page 126

"Learning management system (LMS)" on page 240

Set audio for widgets

You can add an audio file to noninteractive objects. The audio file is played when the object appears on the slide.

1 To add audio, go to the Audio area in the Property Inspector (Window > Properties) and then click Add Audio.

The Object Audio dialog box appears.

2 In the Add/Replace tab, use the following options:

Record Audio Opens the Record Audio dialog box. (Recording audio requires some basic equipment.)

Stop Stops playing the audio file.

Play Plays the audio file.

3 In the Edit tab, to edit the audio file in various ways, such as inserting silent periods and adjusting the volume.

4 Click Settings to open the Audio Settings dialog box. You can change audio settings such as input source, quality level, and calibration. Click the Settings button to make your selections.

5 Click Import to display the Import Audio dialog box. This dialog box lets you browse to an audio file and import it.

6 Click Library to open the Library. The Library lists all audio files that are already part of the currently open Adobe Captivate project.

Defining visibility mode for widgets

By defining the visibility of widgets, developers can make certain facets of the widget available to users for preview or customization.

The visibility status of a widget can be set for the following views:

- Widget tab in the property panel (Stage state): Developers can display a snapshot of the widget in this tab.
- Widget Parameters tab in the property panel (Edit state): The snapshot of the object is usually hidden in this mode, and only the parameters that can be customized are displayed.
- During run time: Developers can define the visibility of an object based on certain parameters.
- Widgets panel: To display the SWF file in preview mode, set `wm==preview` in the code.

The visibility state is undefined for widgets. Use the `movieHandle.widgetParams` property to set the visibility state.

Use the following tips when making visibility decisions:

- Decide whether the widget is visible in the following cases:
  - Edit area
  - Property Inspector
  - During run time
- Optimize the code for drawing. Excessive use of this code can slow down the player. The widget dialog box might not disappear even after the OK button is clicked.
  - Optimize the code in the `OnEnterFrame` function for the widget so that CPU use is kept to a minimum.
  - The drawing code is CPU intensive. Store states inside variables and use them to draw only when required.
- To test for Flash-related issues, you can simulate the way the widget appears on stage within Flash without launching Captivate. Hard-code `wm = 'Stage'` and `wm = 'Edit'` in the OnEnterFrame function. Similarly, to simulate the behavior of the widget at run time using Flash, hard-code `widgetParam`, and then test.
- Use the `trace` command to debug SWF files. Ensure that you delete the command during final testing as it degrades performance.
- Ensure that you publish to the following only:
  - Flash 8 and later
  - ActionScript 3.0.

Defining the preview movie

You can provide a dummy SWF file that appears in the preview area when the user selects a widget in the Widget panel. The dummy SWF file gives users an idea of how the widget works.

Explore the PieChart.fla to get a better understanding of the procedure for defining a preview movie.

1. Open the PieChart FLA file for the pie chart in Flash. This file is available on your computer in the *\\Program files\Adobe\Adobe Captivate <Version number>\Gallery\Widgets* folder.
2. In the Property Inspector, select the movie outside the Stage. The name of the movie PieChart_prvw is displayed in the Property Inspector.
3. Right-click (Windows) or Control-click (Mac OS) the frame containing the action, and select Actions.
4. Locate the following piece of code.

```
if (wm == 'Preview')
    {
    PieChart_prvw._visible = true;
    }
```

   The code sets the movie to preview mode and displays the movie in the preview area when the user selects the widget. If you set the visibility to `false`, the widget is not displayed in the preview area.

Sample code for defining visibility for different modes

```
function cpSetValue( variable:String , val )
{
    if(variable == 'movieHandle' ) {
        movieHandle = val;
        mainmov = movieHandle.getMovieProps().variablesHandle;
        }
     if (variable == 'widgetMode')
      {
          widgetMode = val;
      }
}
this.onEnterFrame = function()
{
var wm:String = widgetMode;//this variable will be provided by Captivate App or Captivate Movie
    if(wm ==  undefined)
    {
        wm = widgetMode;
    }
    if(wm == undefined)
        wm = 'Stage';

    if(wm == 'Edit')//Property inspection inside Captivate app
    {
        button1.visible=true;

    }
    else if (wm == 'Preview')
    {

        button1.visible=false;
    }
    else //this is the stage mode
    {
        button1.visible=true;
    }
}
```

Using XML in widgets

Widgets use XML to pass data from Flash to Captivate. The following examples illustrate widgets called by Adobe Captivate.

Example 1: Creating objects inside Flash ActionScript

```
var _parameters: Object = new Object();
_parameters.country = txtCountry.text;
return _parameters;
```

This code segment creates an object named `_parameters` and assigns the field `country` to it. When the `_parameters` object returns, Adobe Captivate stores it in XML format for future use (for example, for publishing in a certain language).

Example 2: Playing a movie containing a widget

```
if(movieHandle.widgetParams != undefined && movieHandle.widgetParams != '')//at runtime inside
Captivate movie
{
trace("widgetParams = "+movieHandle.widgetParams);
var x:XML = new XML(movieHandle.widgetParams);
var countryName = x.firstChild.firstChild.firstChild.firstChild.nodeValue;
ShowRandomizedCountryName(countryName);
initDone = true;
}
```

The visibility state is undefined for widgets. You set this state using the `movieHandle.widgetParams` property, which contains values derived from Adobe Captivate.

The `trace` command prints `widgetParams`, which is a string in XML format. You can access the nodes of the string using XML. Read the code to understand how your data is stored so that you can reach the node you need. To parse the string, use XML that is an ActionScript construct. For more information, see the ActionScript documentation in Flash.

More Help topics

Flash ActionScript Dictionary

Using variables in widgets

To use an Adobe Captivate variable in widgets, specify the variable within $$. You can use both user-defined and system variables in widgets. The widget can get and set variables within the Captivate demo.

For example, the user-defined variable `$$username$$` in a Certificate widget fetches the name of the user and displays it in the certificate.

Using ActionScript 3.0 in widgets

Note: *Only ActionScript 3.0 is supported.*

Changes in ActionScript from version 2 to version 3 warrant changes in how constructs access Adobe Captivate demos. Some of the changes are documented here.

- To declare `onEnterFrame` specify `this.addEventListener("enterFrame",onEnterFrame);`
- Use `void` instead of `Void`
- External interface takes only two parameters now. For example, `ExternalInterface.addCallback("isStatic",isStatic);`
- Use `parent` instead of `_parent`
- Use the following code in the ActionScript file:

```
function cpSetValue(variable:String, val):void
{
if (variable == 'widgetMode')
{
widgetMode = val;
}
}
ExternalInterface.addCallback("cpSetValue", cpSetValue);
```

- The way to get `widgetParam` has changed in ActionScript 3.0 because of changes in the structure of Captivate demos:

```
var slide:Object = parent.parent.parent;
var slideXml:XMLList = XMLList(slide.slideXml);
var parname:String = parent.parent.name;
var ItemXML:XMLList = XMLList(slideXml.ItemList.Item.(@name == parname));
widgetParam:String = ItemXML.widgetParams;
```

- Understand the new way of parsing XML.

Note: *Ensure that the version of ActionScript for the widget matches the ActionScript version used for the Captivate demo. ActionScript 2.0 widgets do not work in movies published using ActionScript 3.0, and the other way around.*

Accessing Adobe Captivate movie properties

MovieHandle

Adobe Captivate passes a handle to the widget during runtime using the `cpSetValue` function. The widget has to implement something like the following inside its `cpSetValue` function.

```
function cpSetValue( variable:String , val )
{
    if(variable == 'movieHandle' ) {
        this.movieHandle = val;
}
}
```

Methods and properties

Using `MovieHandle`, the following properties can be accessed.

widgetParams The widget parameter provided by the widget during edit time. In AS3 it is a function, `movieHandle.widgetParams()`, and in AS2 it is a property, `movieHandle.widgetParams`.

replaceVariables(var:String) Any string with variable names enclosed in $$ is replaced with the value of the variable at runtime. For example, `movieHandle.replaceVariables( $$JohnDoe$$ scored $$cpQuizInfoPointsscored$$ out of $$cpQuizInfoTotalQuizPoints$$)` returns "JohnDoe scored 10 out of 100" assuming that JohnDoe scored 10 points out of the total 100 that was set in Adobe Captivate.

getContainerProps() Return the properties of the container.

- **containerType** Returns one of the following: Slide, Slidelet, Zoom Destination Slide, Zoom Destination Slidelet, Movie (in case of rest of project widget)

getSlideProps() Returns the properties of the slide containing the widget. The returned object has the following members.

- **slideType** Returns one of the following: Normal Slide, Question Slide, or Random Question Slide.
- **slideHandle** Handle to the slide functions. slideHandle supports the following functions: `AddNoSkipFrame`, `startFrame`, and `endFrame`.

`AddNoSkipFrame(frameNum:Number)`: No frame is skipped at runtime. `frameNum` refers to the frame number with respect to the slide indexed from 1.

The Adobe Captivate SWF uses a functionality called "pacemaker" at runtime. When there are insufficient system resources, the pacemaker skips frames in a way that the user does not notice any glitch in the movie. However, it is possible that a frame containing actions might get skipped in the process. `AddNoSkipFrame` is used to ensure that pacemaker does not skip the specified frame.

`startFrame` returns the frame number at which the slide begins. The indexing begins with zero.

`endFrame` returns the frame number at which the slide ends. Indexing begins with 0.

getMovieProps Returns the properties of the Adobe Captivate movie that is closest to the hierarchy of the widget. The returned object has the following members:

- **contentWidth** Width of the movie's content.
- **contentHeight** Height of the movie's content.
- **variablesHandle** Some Adobe Captivate System variables are accessed from here. For example, `movieHandle.GetMovieProps().varaiblesHandle.myVar = 10;`

movieHandle <deprecated> Handle to the main movie `object(rdMovie)` in captivate runtime. Only some Adobe Captivate system variables are available here.

IsWidgetVisible Returns if the widget is currently visible on stage.

isWidgetEnabled Returns whether the widget is enabled. A widget is considered as enabled when it is present on the slide or on the Timeline. All functions discussed work only if `isWidgetEnabled()` returns `true`.

Guidelines for using movieHandle in widgets

The value of movieHandle must be updated by the widget whenever `cpSetValue('movieHandle', val)` is called. When it is called multiple times, the value might not be the same every time. The variables must be updated for every call.

`GetSlideProps` and `GetMovieProps` consume a lot of memory resources. So, use these calls sparingly. Best practice is to cache the return value to a variable and use the variable. Refer to the following example.

```
var slideProps:Object;
var movieHandle:Object;
function  cpSetValue( variable:String , val ) {
if ( variable == 'movieHandle' ) {
        movieHandle = val;

}
}
function onWidgetEnabled(){
    slideProps =  movieHandle.GetSlideProps();
}
function myWidgetFunction (){
    if(slideProps.slideType == "Question Slide" ) {
        myLabel.Text = "" ;
}
}
```

Ensure that operations are carried out during Adobe Captivate runtime only when the widget is enabled. Operations on `movieHandle` (particularly `variablesHandle`) when the widget is not enabled might lead to unexpected results.

Question widgets

Question widgets should implement the following functions in addition to the functions discussed in this topic.

getWidgetQuestionState() This method is called when the user clicks Submit on the question slide. The method provides the widget with an option to restore its state when the quiz is restored in an LMS. This function should return a non-empty string in a way that it can restore its state when the widget is reloaded.

setWidgetQuestionState() Restores the widget to its previous state. `setWidgetQuestionState()` is called when the widget is reloaded in the LMS.

```
function getWidgetQuestionState()
{
    trace("get Widget Question State");
    return "<var1>"+var1+"</var1><var2>"+var2+"</var2>"
//Should be a non- empty String.Should not contain _ and  ;
}
function setWidgetQuestionState( val:String)
{
    trace("set Widget Question State()" +  val  );
}
```

For example, let us consider that the state of the variables is var1=10, var2="Captivate" when Submit is pressed and the function is called. Open the Adobe Captivate quiz in LMS, attempt the question, and press Submit. The `getWidgetQuestionState` function is called. Re-open the quiz in LMS. When the widget question is shown, function `setWidgetQuestion` is called with the same string: "<var1>10</var1><var2>Captivate</var2>"

answers() Displays the review feedback. The function returns an array of `Objects()` with the following properties.

- **answerID** A unique ID for every answer.
- **chosenAnswer** String representing the answer chosen by the learner.
- **correctAnswer** String representing the correct answer.

For example,

```
function answers():Array {
var answers:Array = new Array();
var ans : Object  = new Object();
var ans2 :Object = new Object();
ans.answerID =  "10";
ans.chosenAnswer = "Hi..Hi...";
ans.correctAnswer = "Hello...Hello...";
answers["firstanswer"]= ans;
ans2.answerID =  "12";
ans2.chosenAnswer = "Hi2..Hi2...";
ans2.correctAnswer = "Hello2...Hello2...";
answers["first2answer"]= ans2;
return answers; }
```

Add widgets

Add a widget from the Widget panel

By default, the widgets available in the Widget gallery appear in the Widget panel. The Widget gallery is created in the \\Program files\Adobe\Adobe Captivate 5\Gallery\Widgets (on Windows) and /Applications/Adobe Captivate 5/Gallery/Widgets (on Mac OS) when you install the application. The Widget panel shows only those widgets created using the ActionScript version 3.0.

1 Select Window > Widget.

2 In the Widget panel, select a widget. A preview of the widget is displayed in the Widget panel.

Note: *You can sort the widgets in the Widget panel as Static, Interactive, or Question by selecting the corresponding option in the menu.*

3 Do one of the following:

- Click Insert.
- Drag the widget to the slide.

4 In the Widget dialog box, specify the name of the course. For widget options, see "Properties of widgets" on page 135.

Add a widget from the Insert menu

1 Select Insert > Widget.

2 In the Open dialog box, browse to the folder containing the widget, and open it.

3 In the Widget dialog box, specify the name of the course. For options for the widget, see "Properties of widgets" on page 135.

Chapter 10: Audio

You can add audio to your project by doing one of the following:

- Narrating the movie into a microphone as you record the project.
- Importing audio files into the movie after you complete recording it.
- Converting slide notes to speech using the Convert to Speech option.

You can add audio to any of the following in Adobe Captivate:

- Slides
- Project
- Objects

The audio file plays when the slide, project, or object appears in the movie.

See www.adobe.com/go/learn_cpaudio_en for a detailed overview of audio in Adobe Captivate.

To get started using audio in your project, see www.adobe.com/go/learn_audiotutorial_en.

Recording in sync

Add sync sound (synchronized sound recording) to your projects by narrating the movie into a microphone as you record it. The movie is recorded in the mono format.

Recording equipment

Having the right audio equipment makes a big difference in the quality of recorded audio.

Computer with sound card The sound card installed with your computer acts as a digital recorder for audio.

Microphone If possible, avoid using the inexpensive microphone packaged with your computer. Also, use a proper microphone cable and a stand to hold the microphone while you are recording.

Microphone preamplifier A preamplifier boosts the signal of the microphone. The microphone input of your sound card probably includes a preamplifier, but it is most likely of poor quality. When purchasing a preamplifier, you can choose a small mixer or a stand-alone version. Mixers let you connect several microphones and devices to one location and adjust their volumes independently. Stand-alone preamplifiers are considered better than mixers at filtering out unwanted noises.

Speakers The speakers that came with your computer are probably good enough for recording purposes. You can change some of your speaker settings if required. However, if you are working on a laptop, use standard desktop computer speakers instead of the built-in laptop speakers.

Headphones Headphones are important because when the microphone is on, speakers can cause distracting feedback. Additionally, it is best to use closed-ear headphones that prevent leaking sound (which can be picked up by the microphone).

Media players Any software that can play audio files on your system.

Recording software A wide range of recording software is available. Important software features include editing functionality (to fix mistakes), music and sound effect options, and the capability to create the file format you require (such as mp3 or WAV).

Recording area After you have acquired the necessary audio equipment, the most important action you can take before recording is an obvious one: find a quiet place to record. Try closing doors, turning off any unnecessary computer equipment, turning off or lowering lights, turning off phone ringers, beepers, and pagers. Inform your coworkers that recording is in progress.

Tips for recording audio

Follow these tips to ensure that you are recording the highest quality audio possible.

Setup After you have acquired the necessary audio recording equipment, ensure that it is set up properly. First, plug your microphone into your mixer or preamplifier, and then plug the output of that device into your computer sound card's "line in." Plug your headphones into your computer. Then, set the volume on your mixer or preamplifier. Begin speaking to test the volume levels, and carefully raise the volume until it shows just under zero.

Sound card settings Open the software application that controls the sound card. The sound settings are located in the Control Panel. Select the recording source (Line In) and adjust the volume to 100%.

You control the actual recording level with your mixer or preamplifier.

Audio recording software settings Start your audio recording software. Change the settings as necessary. Note that mixers and preamplifiers do not have sound-level controls, so you rely on the meters when recording. While recording, ensure that you do not exceed zero on the meters, or the sound will be distorted.

Microphone placement Positioning your microphone correctly can make a big difference in the finished audio file. First, get close to the microphone (within 4 to 6 inches), so any other nearby sounds have less chance of being recorded. Don't speak down to the microphone; instead, position it above your nose and pointed down at your mouth. Finally, position the microphone slightly to the side of your mouth, because this can help soften the sound of the letters S and P.

Microphone technique Have a glass of water nearby so you can avoid "dry mouth." Before recording, turn away from the microphone, take a deep breath, exhale, take another deep breath, open your mouth, turn back toward the microphone, and start speaking. This trick can eliminate breathing and lip-smacking sounds frequently recorded at the beginning of audio tracks. Speak slowly and carefully. You may feel that you are speaking artificially slowly, but you should be able to adjust the speed later by using your audio recording software. Finally, bear in mind that you don't have to get everything right the first time. You can listen and evaluate each recording and rerecord if required.

Audio editing Editing sound is similar to editing text. Listen carefully to your recording. Delete any extraneous sounds and then use the options available in your software to polish the track. Add any music or sound effects you require. Make sure you save your audio track in the correct format (mp3 or WAV files).

Adding audio files to Adobe Captivate When you are finished recording the audio file, add it to the Adobe Captivate project.

Additional feedback After you add the audio to the Adobe Captivate project, listen to it again. Play the project as users normally would. Finally, ask others to preview the Adobe Captivate SWF/audio file. If necessary, edit the audio file again.

Set audio recording preferences

Audio files present the common challenge of balancing quality against size. The higher the sound quality, the larger the file size. The more you compress a sound and the lower the sampling rate, the smaller the size and lower the quality. Adobe Captivate lets you control the way sound is recorded and compressed based upon your input and output requirements.

Creating audio in Adobe Captivate is essentially a two-part process. You record audio in WAV format, and then Adobe Captivate converts the WAV file into an mp3 file. When files are in WAV format, they have a degree of flexibility. You can edit and adjust them "downward," compressing them into mp3 files uniquely tailored to their playback scenario.

When working with audio, keep your users in mind. If a user is likely to access the Adobe Captivate project by using a dial-up modem, use a higher compression/lower sampling rate, such as 56 Kbps. However, if you are distributing the project on a CD-ROM, you can use a lower compression/higher sampling rate, such as 144 Kbps. In the best development case, experiment to find the optimal balance between sound quality and file size for your users.

Using Adobe Captivate, you can record an audio file for a single slide, group of slides, or for the entire project.

Note: *For slides with unique audio files, the Timeline of the slide is stretched to meet that of the audio file. However, audio files for a project are cut short if they exceed the project Timeline.*

1 In an open project, select Audio > Record to and select one of the options:

Slide Record the audio file for the selected slide.

Slides Record the audio file for a group of slides starting with the selected one. To finish defining the range of slides included in the group, enter a slide number in the To field of the Record Audio dialog box.

Background Creates background audio for your project. For details, see "Create background audio" on page 151.

Object Sets audio for a selected object on the slide.

2 In the Audio dialog box, configure the following according to your preferences:

SWF Preview The recording window displays a Preview panel where you can view the project as the audio gets recorded.

Continuous Play Select this option if you want the file to play until the end of all the selected slides or the end of the project.

Captions and Slide Notes Use these options when you want to record voice-over narration that matches the caption text or slide note text. Read aloud the text that you have added to these areas when recording audio.

Record Audio Click the icon to begin recording audio.

Play Audio Click the icon to play the audio file after you have completed the recording.

Stop Audio Click the icon to stop playing the audio file.

Edit tab Lets you make the following changes to the audio file:

- Select portions of the audio file and copy them.
- Delete portions of the audio file.
- Insert silence.

Podcast Export to podcast to save the file in WAV or mp3 format.

Fade In and Fade Out Set a time, in seconds, for the audio file to fade in and fade out at the beginning and end of the project.

Lower Background Audio Volume On Slides With Additional Audio Automatically reduces the background audio volume on slides that have individual audio files assigned, such as voice-over narration.

Loop Audio The background audio file replays continuously.

Stop Audio At End Of Project Stops the background audio when the project ends.

Settings Click to open the Audio Settings dialog box, which lets you set recording device and audio quality.

The Settings dialog box contains the following options:

Audio Input Devices Specifies the type of device you are using to create audio. The options available in your computer are listed in the menu.

Bitrate Select the bitrate at which audio encoding must be performed. Select one of the following options based on the audio encoding quality you require:

Constant Bitrate options:

- **CD Bitrate (128 Kbps)** Specifies the amount of audio information (in Kbps) that will be stored per second of a recording, which is of CD quality.
- **Near CD Bitrate (96 Kbps)** Specifies the amount of audio information (in Kbps) that will be stored per unit second of a recording, which is of a near-CD quality. By default, this option is selected.
- **FM Bitrate (64 Kbps)** Specifies the amount of audio information (in Kbps) that will be stored per second of a recording, which is of FM radio quality.
- **Custom Bitrate** Specifies the amount of audio information that will be stored per second of a recording, which is of a user-defined quality. You can drag the slider bar to set the required bitrate.

Calibrate Audio Input Click to display the Calibrate Audio Input dialog box. You are prompted to read a sentence into the recording device if you are using a microphone. Adobe Captivate uses the sample recording to detect optimal recording sensitivity levels. It is important to calibrate your recording device for optimal sound quality.

Calibrate microphone

If you are recording audio for a project, you must set the microphone or recording device to the correct recording level. This process is called calibrating the recording device. Adobe Captivate can detect optimal microphone and recording sensitivity levels automatically.

Note: *Adobe Captivate must be able to detect a recording device before trying to calibrate. Check that a microphone or recording device using "line in" is connected to your computer properly and is turned on before calibrating.*

Calibration can be manual or automatic. See www.adobe.com/go/learn_calibration_en for a comparison of manual and automatic calibration.

Manual calibration

1. In an open project, select Audio > Settings.
2. Click Calibrate Input.
3. In the Calibrate Audio Input dialog box, specify a Pre-amplifier value between `.1` and `100` and then click OK.

   The volume gets multiplied by the value you specify. For example, if you specify `5`, volume increases five times whereas the value `.5` decreases the volume by half.Increase/reduce in multiples.
4. Use the Record and Play buttons to test the pre-amplifier value.

Auto-calibration

1. In an open project, select Audio > Settings.
2. Click Calibrate Input.
3. In the Calibrate audio input dialog box, click Auto Calibrate.
4. To set the correct recording device level, read the following sentence into the microphone until the message Input level OK appears:

"I am setting my microphone recording level for use with Adobe Captivate."

5 When you finish, click OK.

Record audio to slides

If you have a microphone connected to your computer, you can record audio to be included on a slide. You can use audio for many types of narration or instruction.

1 In an open project, select Audio > Record to from the main menu, and select one of the available options: Slide, Slides, or Background.

2 To set recording options, click Settings in the Slide Audio dialog box and then make the necessary changes.

Depending on the type of recording (voice-over, music, and so on) and the desired playback (within an EXE file, over the Internet, and so on), you may need to adjust audio settings.

3 (Optional) If you have created text captions or slide notes that can be used as a script, click Captions & Slide Notes and then add them to the fields in the Captions and Slide Notes tabs.

4 Click Record Audio icon to begin recording.

5 Speak into the microphone or recording device. Or, if you are using a line-in device (such as a CD) or a system file, run the file you want to record.

6 When you finish, click Stop Audio icon.

The audio is converted to mp3 format.

7 Click Play Audio icon to listen to the recording.

8 (Optional) If you want to add silence or adjust the volume for the audio file, use the options in the Edit tab to change the settings.

9 When you finish, click Save.

Record audio while creating a project

Adobe Captivate lets you record an audio track at the same time you record a new Adobe Captivate project. This can be a very efficient way to create a full-featured project quickly.

The following procedure describes how to record audio while creating an Adobe Captivate project about an application.

1 Open the application you want to record. (You must do this before recording.)

2 Prepare your audio recording equipment.

3 Open Adobe Captivate.

4 Select File > Record New Project.

5 Do the following:

- In the Recording type section, select a recording mode
- Select the window you would like to record
- Customize the other available options.

6 In the recording window, select the type of recording, and choose the type of audio input from the Audio menu.

7 Click Record.

If this is the first time you are recording audio, a dialog box appears asking if you would like to test audio levels. Click Auto Calibrate or set the pre-amplifier value to calibrate the recording device for optimal recording. Follow the instructions and when you finish, click OK.

8 As you record the project, speak into your microphone or recording device to create an audio sound track. For example, you can explain the actions you are taking or read the text on captions.

9 When you finish recording, press the End key (in Windows) or (Cmd + Enter) on Mac OS to stop recording.

The audio files you recorded are assigned to the correct slide and saved as individual mp3 files. You can view the files in the Library.

Note: *If you need to pause the recording process, press the Pause/Break key. To restart project recording, press the Pause/Break key again on Windows or Cmd+ F2 on Mac OS.*

Record audio for objects

You can record an audio file to use with buttons, highlight boxes, click boxes, or text entry boxes. Recording audio requires some basic equipment.

Note: *You can also add existing audio to text entry boxes, captions, slides, slidelets, and so on.*

1 Right-click (Windows) or Control-click (Mac OS) the object to which you want to add audio, and select Audio > Record to.

2 In the Object Audio dialog box, click the Record icon.

3 When you finish recording, click Stop Audio.

4 To listen to and test the audio file, click Play Audio.

Insert audio

Adobe Captivate lets you add narration, music, step-by-step instructions, or almost any sound to your projects.

You can use audio in Adobe Captivate projects in a variety of ways. For example, you can do the following, all in the same project:

- Add a background track that plays for the duration of the project.
- Add sound to an individual slide.
- Add sound to a specific object, such as a caption, click box, highlight box, or button.

Adobe Captivate lets you record your own audio files (using some simple equipment) or import existing files. You can record audio files at the same time you record the project, or you can add an audio file later. Imported files can be in WAV or mp3 format. If you add a WAV file to a project, Adobe Captivate automatically converts the WAV file to mp3 format when you publish the project.

After you add audio to a project, you can adjust the timing of objects to fit the sound file precisely. Adobe Captivate also contains features for adding silence to audio files and for normalizing audio for all slides so the sound level is consistent.

Adobe Captivate contains a gallery that has buttons, sounds, and animations (in SWF format) for you to use in your projects. By default, the gallery is stored in the following location when you install Adobe Captivate:

C:\Program files\Adobe\Adobe Captivate 5\Gallery (on Windows)

or

/Applications/Adobe Captivate 5/Gallery/Captions (for Mac OS).

You can attach an audio file to a button or click box and have the audio play when the user clicks the button or click box instead of when the button or click box is displayed. To do this, create the button or click box and select the Success Caption option. Make the Success Caption transparent and do not add any text. Add an audio file to the Success Caption.

Import audio

You can import an audio file to use with slides, buttons, highlight boxes, click boxes, or text entry boxes. You can also use the Library to add an audio file that is already in your current project.

1. Select the slide or object to which you want to add audio.
2. In the Property Inspector (Window > Properties), click Add Audio in the Audio area.
3. In the Slide Audio dialog box, click Import.

   Adobe Captivate contains a gallery that has buttons, sounds, and animations (in SWF format) for you to use in your projects. By default, the gallery is stored in the following location when you install Adobe Captivate: C:\Program Files\Adobe\Adobe Captivate 5\Gallery (on Windows) or /Applications/Adobe Captivate 5/Gallery/Captions (on Mac OS).
4. Browse to the audio file you want to add, select the file, and click Open.
5. (Optional) To listen to and test the audio file, click Play Audio.
6. Set other options as necessary.
   - To edit the audio file (for example, change volume, add silence, change length, and so on), click Edit Audio in Audio area.
   - If you want the audio to fade in or fade out, set the number of seconds using the options Fade In and Fade Out in the audio area.
7. When you finish, click Save.

Add audio from library

You can reuse existing audio files for any slide or object in a project.

1. In an open audio project, click the Library panel and then select the file from the Audio folder.
2. Drag and drop the audio object to the object or slide.

Create background audio

You can create background audio for your projects. The audio plays while the slides of your project are shown. Background audio can be music, sound effects, or almost any kind of sound you can import or record.

You can use background audio together with individual slide audio for a truly professional effect. Adobe Captivate provides an option to lower the volume of background audio when a slide with audio assigned plays. For example, you can import a music file and set it to loop continuously as background audio. In that same project, you can record voice-over narration for individual slides, and when the voice-over audio plays, the music volume is lowered.

1 In an open project, do one of the following:

- Select Audio > Import to > Background to import an existing audio file by navigating to the file, selecting the file, and clicking Open.

  If you want to use an audio file that is already in your project, click Select Audio From Library.

- Click Record to > Background and follow the instructions to record the background audio.

2 (Optional) Click Play Audio to listen to the audio file.

3 Select from the following options:

Fade In and Fade Out Lets you set a time, in seconds, for the audio file to fade in and fade out at the beginning and end of the project.

Loop Audio The background audio file replays continuously.

Stop audio at end of project Stops the background audio when the project ends.

Adjust background audio volume on slides with audio Use the slider to adjust the background audio volume on slides that have individual audio files assigned, such as voice-over narration.

Use a custom keyboard tap sound

Adobe Captivate includes a feature that records a keyboard tap sound whenever you press keys on the keyboard while recording a project. You can include or exclude the tap sounds. You can also create a custom keyboard tap sound to use.

1 Create a new sound for keystrokes, or use an existing mp3 file (for example, one of the Windows sound files.)

2 Name the new sound file KeyClick.mp3.

3 Save the file and note the location to which the file is saved.

4 Using Windows Explorer, browse to the Adobe Captivate sound effects folder. (The default location is \\Program Files\Adobe\Adobe Captivate 5\Gallery\SoundEffects (on Windows) or /Applications/Adobe Captivate 5/Gallery/SoundEffects (on Mac OS).

5 Locate the file named KeyClick.mp3. This is the Adobe Captivate default keystroke sound file.

Note: *Before overwriting the file, you may want to copy and place the original KeyClick.mp3 file in a backup folder so it can be used again if necessary.*

6 Copy the new keyboard tap sound from the location in step 3 above, and paste it into the Adobe Captivate sound effects folder.

7 Select the option Hear Keyboard tap sounds (Preferences > Recording > Settings).

Preview audio

After you add an audio file, you can preview the audio to test it.

There are two methods for previewing audio. First, you can preview the entire Adobe Captivate project and listen to the audio associated with an object, a slide, or the background. This lets you see exactly where the audio begins and ends in the project and enables you to experience the audio as your users will.

Second, if you need to preview only the audio without hearing it in the context of the project, you can open an object, slide, or background audio and play the audio file.

Test object audio

1 On stage, select the object with associated audio.

2 In the Property Inspector (Window > Properties), click Edit Audio in the Audio area.

3 In the Object Audio dialog box, click the Play icon to listen to the audio file.

Test slide audio

1 Select the slide that contains audio.

2 Select Audio > Record.

3 In the Property Inspector (Window > Properties), click Edit Audio in the Audio area.In the Object Audio dialog box, click the Play icon to listen to the audio file.

Test background audio

1 In an open project, select Audio > Edit > Background Audio.

2 In the Background Audio dialog box, click the Play Audio icon to listen to the audio file.

Edit audio

Edit audio files

You can edit the audio files in your Adobe Captivate project at any time. Using the Edit Audio dialog box, you can listen to an audio file, insert silence, adjust volume, and change numerous other options.

1 Select Audio > Edit and then choose Object, Slide, Slides, Project, or Background depending on your requirement.

Note: *The Edit option is enabled if a question slide or a project slide contains an audio file. It is disabled for question pools and random question slides.*

2 Make any necessary edits in the Slide Audio dialog box.

You can cut and paste sections of the audio file, insert periods of silence to lengthen the audio file, adjust volume, import a different audio file, and use more options.

Cut Selection Click to cut the selected portion of the audio file.

Copy Selection Click to copy the selected portion of the audio file.

Paste Selection Click to paste information from the clipboard. (For example, if you select a section of the audio file, and then click the Cut Selection or Copy Selection button, the selected audio is placed on the clipboard. You can then use the Paste Selection feature to place the audio located on the clipboard back into any location within the audio file.)

Delete Selection Click to remove the selected portion of the audio file.

Undo Click to undo the last action taken.

Redo Click to redo the last action taken.

Insert Silence Select the portion of the audio file where you want to insert silence, and click Insert Silence. Choose from one of the following options:

- **Start Of Audio** Adds silence to the beginning of the audio file.
- **End Of Audio** Adds silence to the end of the audio file.
- **Playhead Position** This option is available only when you have not selected a portion of the audio file. The silence is inserted at the playhead position. Use this option when you want to insert an extremely brief period of silence.

Adjust Volume Click to increase or decrease the sound level of the audio file. There is also an option to fine-tune quieter portions of the audio file.

- **Normalize** Select this option to have Adobe Captivate adjust the sound volume automatically. Normalizing audio helps keep the sound level consistent between slides.
- **Dynamics** Select this option to amplify quiet sections of the audio to help compensate for variations in audio volume.
- **Ratio** Specifies the maximum amplification that will be used. The default setting of 2.0 sets the quietest sections of the audio to be amplified by a factor of 2. A higher setting can improve projects with large differences between quiet and loud sections, but can also amplify background noise.
- **Threshold** Controls the amplification of background noise. Anything quieter than the noise threshold is not amplified. If background noise is amplified too much, setting a higher noise threshold may help solve the problem. Note that the Dynamics option does not work well with high noise levels.

Zoom In and Zoom Out Use the slider to enlarge or shrink the waveform.

Settings Click to set various options such as recording device, audio quality level, and recording device calibration.

Podcast Export the audio file as a WAV or mp3. You can later use these files for podcasting. Podcasting refers to distributing files over the Internet through web feeds to portable media players, and computers.

Waveform Displays the audio file graphically. The waveform is a visual representation of the audio file.

Record Audio Click to begin recording audio. (To record, you need a microphone.)

Stop Click to stop playing the audio file.

Play Click to play the audio file.

Status Displays the status of the audio file as playing, ready, and so on.

Playhead Displays the selected location, in seconds, within the audio file. For example, if you are working with an audio file that is 10 seconds long and you click in the middle of the file, this playhead area displays approximately 00.05.00, or 5 seconds.

Duration Displays the total amount of time it takes for the audio file to play.

Selected Displays the total amount of time selected. For example, suppose you have an audio file that is 20 seconds long. If you click at the beginning of the file and drag to the middle, you will have selected approximately a 10-second span of the file.

Scale Displays the scale at which the waveform is displayed. (To change the scale, use the Zoom slider).

Library Displays the Select Audio From Library dialog box, where you can browse to a new audio file and import it.

Click Select Audio From Library to import an audio file from the project's Library.

3 When you finish editing the audio file, click Save.

Edit audio timing

Adobe Captivate lets you edit the timing of audio files after you record or import them. Having control over the timing of audio files gives you the ability to use audio files of different lengths and incorporate them smoothly into projects.

After you record or import an audio file, the file appears as a waveform in the Slide Audio dialog box. If your project contains multiple audio files, you can see which audio files are assigned to specific slides.

❖ Select Audio > Edit and then choose Slide, Slides, Project or Background (depending on your requirement) and then use the Edit tab.

Note: *Edit is enabled if a question slide or a project slide contains an audio file. It is disabled for question pools and random question slides.*

Audio files in the Adobe Captivate project are displayed as waveforms. Slide numbers are shown along the top of the waveform so you can see exactly how the audio files are currently distributed across the slides.

- To change how audio files are distributed across slides, click a slide divider and move it to the left or right. The waveform remains static, but you change where the audio file begins to play within the Adobe Captivate project. This option is particularly useful if you have a long audio file and need to experiment with assigning the file to one slide or having it play over multiple slides.
- To listen to audio, click a location within the waveform and then click Play Audio. The audio plays from the location you selected to the end of all the audio in the project. (You can stop the playback at any time by clicking Stop.)
- To zoom in on a particular area of the waveform, click in the waveform and then drag the zoom slider bar.
- To cut or copy and paste audio, select a section of an audio file directly in the waveform, click Cut Selection or Copy Selection, click in a different location on the waveform, and click Paste Selection.
- To delete audio, select a section of an audio file directly in the waveform and click Delete.
- You can insert a silent period within an audio file. If you want the silent period to begin in a specific location within an audio file, click the location directly in the waveform. Click Insert silence. Type in the length of the silent period you want to add and then select from the pop-up menu a location for the silent period: the location you clicked in the waveform, the beginning of audio, or the end of audio.
- To adjust the sound level of audio files, click Adjust Volume. Use the slider bar to increase or decrease the volume and select audio processing options.
- To set recording device and audio quality options, click Settings.
- To add a new audio file, click a location within the waveform, click Library, navigate to a file, and click Open. The audio file is imported directly into the Adobe Captivate project in the location you specified.

Add silence to an audio file

You can add a period of silence to any audio file that is part of an Adobe Captivate project. This feature is particularly useful if you have imported an audio file and need to synchronize the audio with objects and slides. By adding silent periods, you can make the existing audio file work in an Adobe Captivate project without having to edit the audio extensively.

1 Select Audio > Edit and then choose Slide, Slides, Project or Background (depending on your requirement) and then go to the Edit tab.

2 (As per your requirement) Add silence to the beginning of the audio file, to the end, or to a specific location within the audio file.

If you want to add silence within the file, click the exact location directly on the waveform.

Note: *The Playhead and Selected information boxes near the bottom of the dialog box can help you choose a precise location in the audio file. For example, if you want to add a silent period four seconds into the audio file, click the waveform until the Playhead information box displays a number close to four seconds (that is, 00:04.00).*

3 Click Insert Silence.

4 Select the portion of the audio file where you want to insert silence, and click Insert Silence.

Start Of Audio Adds silence to the beginning of the audio file.

End Of Audio Adds silence to the end of the audio file.

Playhead Position This option is available only when you have not selected a portion of the audio file. The silence is inserted at the playhead position. Use this option when you want to insert an extremely brief period of silence.

Note: *When you select a part of an audio file, and then click Insert Silence, the selection is replaced with silence.*

5 Click Save.

The silent period is added to the audio file and you can see the silent period in the waveform. The audio file with added silence is saved under a new file name.

6 To test the audio file with the silent period added, click the audio icon.

If you find that you frequently want to add silence at the same position and of the same duration, press S to add it without using the Insert Silence dialog box.

Edit audio using Adobe Soundbooth (5.0) or Adobe Audition (5.5)

You can use Adobe Soundbooth or Adobe Audition (5.5) to edit audio when you want to go beyond the audio editing options available in Adobe Captivate. For example, to apply filters or remove noise, you need an advanced audio editor such as Adobe Soundbooth or Adobe Audition (5.5). You can either edit the audio files from slides or batch process by opening multiple files in Adobe Soundbooth or Adobe Audition (5.5) using the Library panel.

The changes reflect in Adobe Captivate library and the associated slides where the audio files are being used. The saved files are reimported to Adobe Captivate with the slide associations intact.

Note: *This feature is available only in Adobe Captivate that is installed as a part of Adobe eLearning Suite.*

Editing slide audio

Editing slide audio is helpful when you apply filters that do not affect audio timing.

Note: *The following steps are also applicable for editing background audio.*

1 Select the slides with the audio files (that you want to edit).

2 Select Audio and then slide, slides, or project depending on your requirement.

The Slide Audio dialog box appears.

3 In the Edit tab, do one of the following:

- Adobe Captivate 5.0 users, click Edit With Soundbooth.
- Adobe Captivate 5.5 users, click Edit With Adobe Audition.

4 Read the instructions and then proceed.

5 Edit the slide audio in Adobe Soundbooth or Adobe Audition (5.5) and then save.

6 In the Adobe Captivate prompt, click OK.

Note: *If you have edited slide markers in Adobe Audition (5.5), the prompt displays a check box to let you import the marker changes as well.*

When you edit the slide audio file in Adobe Soundbooth:

- If the audio file applies to multiple slides, ensure that you do not modify the audio duration.
- If the audio file applies only to a slide, you can increase the audio duration. If the audio duration exceeds the slide duration, on reimport, Adobe Captivate increases the slide duration to accommodate the audio. But if the audio is attached to an item, duration of item is not increased even if the reimported item audio has a longer duration. However, Adobe Captivate prompts you to increase the display time when you click OK or Apply for the item in the Properties dialog box.

When you edit audio using Adobe Audition (5.5), any change in the length of the audio clip, made by moving the slide markers, can be imported to Adobe Captivate. However, when you rename, delete, or change the order of slide markers, such changes cannot be imported back. For example, if you move the Slide3 marker before Slide2, you are prompted to ignore or cancel the edits, or reposition the markers.

Editing audio files from library

1 In the Adobe Captivate library, select the audio files that you want to edit.

2 Right-click (Windows) or Control-click (Mac OS), and then do one of the following:

   - Adobe Captivate 5.0 users, click Edit With Adobe Soundbooth.
   - Adobe Captivate 5.5 users, click Edit With Adobe Audition.

   Adobe Soundbooth or Adobe Audition (5.5) launches. The files you selected are imported and are available for editing.

   Note: *If this option is not available, select Edit With and choose an appropriate program.*

3 Edit the files in Adobe Soundbooth or Adobe Audition (5.5).

4 Select Save All.

While you edit the audio files in Adobe Soundbooth or Adobe Audition (5.5), you can continue working on your Adobe Captivate project.

If you modify the exported audio files in Adobe Captivate, they are overridden by the files edited and reimported from Adobe Soundbooth or Adobe Audition (5.5). But, if you delete or break the audio files into clips in Adobe Captivate, then those files are not reimported.

Add closed captions to an audio file

You can improve the accessibility of your project by adding closed captioning. Closed captioning lets you create transcripts for audio files associated with the slides in your project. When an audio file is played for a slide, the transcripts are displayed, thus aiding hearing-impaired users.

The option that enables closed captioning is available in the Show Playback Control section of the Skin Editor. For more information, see "Slides" on page 40.

1 Select Audio > Audio Management.

2 Select the slide that contains an audio file to which you want to add a closed caption from the list and then click the Closed Caption button .

The following options are available in the Closed Captioning tab of the Slide Audio dialog box:

Add Closed Caption Click the '+' icon to add a caption. A new row appears in the caption window below. Type the closed caption text in the row.

Delete Close Caption Click the '-' icon to delete a selected caption row.

Zoom In and Zoom Out Use the slider to increase or decrease magnification of the waveform.

Playbar Use these controls to test the audio file.

Caption & Slide Notes Window Each slide note appears as a row in this window. Click any row to edit or delete the text. You can also add Captions to include for your reference.

3 If you want to test the audio file, click the Play button.

4 Click the specific spot in the waveform where you want to add a caption and click '+'.

A new caption row appears with the start time you selected on the waveform.

5 Enter the caption you want to attach to the audio file.

6 To add another row to the caption for the audio file, click add. To remove a row from the caption for the audio file, click "-."

Note: *For more precision, you can drag the end and start time markers of your caption if you want to manually adjust the timing of each caption.*

7 When you have added all the rows you want, click Save.

In the Closed Captioning dialog box, you can add closed captions while the audio is playing by clicking "+""or by pressing Alt+A.

Note: *Multiple closed captions must be contiguous. If you do not want a closed caption for an intermediate duration, add a blank closed caption for that duration.*

Delete audio from a slide

❖ In an open project, do one of the following.

- On Filmstrip (Window > Filmstrip), select a slide and click the audio symbol in the lower-right corner of the slide and then select Remove.
- Select the slide that contains the audio and then click Remove Audio in the Audio area of the Property Inspector (Window > Properties).

Delete background audio

❖ In an open project, select Audio > Remove > Background.

View audio details

You can view all audio details (Audio > Audio Management) in one convenient location in Adobe Captivate. This is an easy way to see the playing time, size, and other attributes of all the audio files in a single project.

Audio details

Slide/Object The slide name.

Sound The presence (Yes or No) of a sound file.

Duration The length of the sound file, in seconds.

Fade In The presence (Yes or No) of a fade-in effect.

Fade Out The presence (Yes or No) of a fade-out effect.

Size The size of the sound file.

Original Filename The original name of the sound file.

Display Name The name of the file after you have renamed it in Adobe Captivate. If you have not renamed the file, the original name is displayed.

Audio Sample Rate (kHz) This rate is the number of times per second the original waveform is translated into digital form. A higher sample rate results in a more accurate digital representation of the sound. The sample rate for CD-quality audio is 44,100 samples per second.

Bitrate (Kbps) This rate is the number of bits a digital file uses in a specific time period, usually expressed as kilobits per second. The higher the bit rate at which an audio file is encoded, the higher the sound quality; 128 Kbps is a commonly used rate.

Closed Caption Indicates whether a transcript of the dialogue or sound effects has been included in the audio file.

Slide settings

Play click this icon to plays the audio for the selected slide.

Stop click this icon to stop the audio from playing.

Remove Click this icon to remove or delete the audio for the selected slide.

Export Click to opens a Browse For Folder dialog box and export the selected audio file to a folder.

Update Click to pull an updated version of the audio file.

Closed Caption Click this icon to enter a transcript of the dialogue or sound effects included in the audio file. Closed captioning improves the accessibility of your project for hearing-impaired users.

Show object level audio Select this check box to display any audio files associated with objects (click boxes, captions, buttons, highlight boxes, and so on) in the project.

Include MP3 files in export Select this check box to include mp3 files when you export audio.

Include WAVE files in export Select this check box to include WAV files when you export audio.

Export audio

Export audio from slide

1. In an open project, select Audio > Audio Management.
2. Scroll down and click the slide that contains the audio file you want to export.
3. If you want to export mp3 files, select Include MP3 files in export.
4. Click Export.
5. Navigate to the destination folder you want and click OK.

Export audio from project

You can export audio files that have been inserted or recorded. The exported audio files can be used for podcasting.

1 Select Audio > Edit and then select Project.

2 In the Slides Audio dialog box, click Podcast.

3 Save the file in WAV or MP3 format.

Chapter 11: Variables and Advanced Actions

Variables in Adobe Captivate act as placeholders for data. The relevant data is associated with the variable during user input or when the output SWF is played. The data can be used for the following:

- Provide feedback to the user
- Create advanced actions
- Configure widgets

For information on using variables in captions, advanced actions, and widgets, see the respective Help sections.

In Adobe Captivate, you can use variables when working with the following:

- Text captions
- Actions and Advanced actions
- Widgets
- Getting/setting variables in Adobe Captivate SWF files using JavaScript
- Movie navigation

There are two types of variables available in Adobe Captivate: system variables, and user-defined variables.

System Variables that are available in the system that you can use. You can also customize the values for some of the system variables.

System variables help you pick up data from your computer and manipulate it through scripting. In Adobe Captivate, system variables are classified as follows:

- **MovieControl** Lists variables for events that control the movie like pause, resume, previous, next slide, and so on.
- **MovieInformation** Lists variables related to the movie such as variables for the current slide, current frame, and so on.
- **MovieMetaData** Lists variables that provide information about the project such as project name, author, and company. You can set this information using the Preferences dialog box under Project > Information. In project templates, when you set these values using variables, the values are used for the project to which the template is applied.
- **SystemInformation** Lists variables that can be picked up from your computer such as current date and current time.
- **Quizzing** Lists variables related to quizzing, such as the variables that capture the number of attempts and the percentage of questions answered correctly.

For example, you can use the system variable `cpInfoCurrentTime` in quiz slides to display the time remaining for the user to complete answering the question. You can also use the variable in a widget to provide a progress bar or a time ticker.

User-defined Variables that you create and to which you assign a name and value.

You can use user-defined variables to store data that is used or updated many times in the Adobe Captivate project. Each variable has a unique name, and a value corresponding to the text that is stored in it. When you modify the value of a variable, the changes to the corresponding text are reflected throughout the project. Apart from saving time, variables help achieve consistency and minimize errors in a project.

For example, you can use user-defined variables to specify version numbers of products. At all places where you want to add the version number in a project, add the variable instead. When you set the value for the version number in the corresponding variable, the value is displayed at all places where you inserted the variable. Similarly, when you want to modify the version number, you just have to change the value of the variable.

When you use system variables for this purpose, you do not have to manually correct the slide number when the slides are reordered.

Variables extend the reach of Adobe Captivate by allowing you to do the following:

- **Customize Adobe Captivate to your requirements:** You can use variables in advanced actions to provide advanced interactivity in your Adobe Captivate projects.
- **Integrate Adobe Captivate with other applications:** You can use get/set variables in Adobe Captivate from other applications.

Create a user-defined variable

1 Select Project > Variables.

2 In the Type menu, select User.

3 Click Add New, and enter the following information:

Name Specify a unique name for the variable. Ensure that the name is intuitive enough to help users guess its content. For example, a variable storing the version number of a product would have the name ProductVersion or VersionNumber.

Value Specify a value for the variable. The value that you specify occurs at all instances of occurrence of the variable in the document. You can also choose to set the value later by leaving this field blank. Variables with undefined values appear as blank spaces in the project.

Description Optionally, add a description for the variable. For example, you could add a note for the authors instructing them about when to use the variable.

4 Click Save.

Note: *While assigning variables to text entry boxes, you can define the variable using the 'x' icon in the Property Inspector. For detailed instructions, see this blog by Lieve Weymeis.*

Some of the variable names are reserved by ActionScript. Do not use the following variable names when creating your variable:

alpha	buttonMode	filters	mouseX	switch
currentframe	byte	final	mouseY	synchronized
droptarget	cacheAsBitmap	finally	name	tabChildren
focusrect	case	float	namespace	tabEnabled
ramesloaded	cast	focusEnabled	native	tabIndex
height	catch	focusRect	new	textSnapshot
highquality	char	for	null	this
lockroot	class	forceSmoothing	numChildren	throw
name	const	framesLoaded	opaqueBackground	throws
parent	constructor	function	override	to
quality	contextMenu	get	package	totalFrames
rotation	continue	goto	parent	trackAsMenu
soundbuftime	currentFrame	graphics	private	transform
target	currentLabel	height	protected	transient
totalframes	currentLabels	hitArea	prototype	true
url	currentScene	if	public	try
visible	debugger	implements	return	type
width	default	import	root	typeof
x	delete	in	rotation	use
xmouse	do	include	scale9Grid	useHandCursor
xscale	double	instanceof	scaleX	var
y	doubleClickEnabled	interface	scaleY	virtual
ymouse	dropTarget	internal	scenes	visible
yscale	dynamic	intrinsic	scrollRect	void
abstract	each	is	set	volatile
accessibilityProperties	else	loaderInfo	short	while
as	enabled	long	soundTransform	
blendMode	enum	mask	stage	
boolean	export	menu	static	
break	extends	mouseChildren	stop	
	false	mouseEnabled	super	

Edit/delete a user-defined variable

1 Select Project > Variables.

2 In the list of variables, select the variable you want to edit.

3 Do one of the following:

- To edit the variable, modify the value/description of the variable, and click Update.

- To delete the variable from the list, click Remove.

Note: *You cannot delete system variables or variables that are being used by text captions. Removing a variable referenced by an action resets the action to Continue.*

Controlling Adobe Captivate projects with variables

Controlling a project with variables is useful if you want to create custom SWF playback controls or if you are putting a project into an FLA file.

Using variables is an advanced feature that must be implemented only by users with a solid background in Flash.

To control the project through the skin file, add the prefix `cpSkinLoader_mc` *to the variables.*

The following commands are used by playback controls and preview:

rdcmndPrevious Set to 1 to go to the previous slide.

rdcmndNextSlide Set to 1 to go to the next slide.

rdcmndPause Set to 1 to pause the project.

rdcmndResume Set to 1 to resume showing a paused project.

rdcmndRewindAndStop Set to 1 to rewind and stop the project.

rdcmndRewindAndPlay Set to 1 to rewind and play the project.

rdcmndGotoFrame Go to a specific frame.

rdcmndExit Set to 1 to exit.

rdcmndInfo Display the information window.

The following variables provide information currently used by playback controls and preview:

rdinfoFrameCount Total number of SWF frames in the project (this is not the number of frames in the main Timeline, but the sum of all slide frames).

rdinfoCurrentFrame Current frame (goes from 1 to rdinfoFrameCount when you play the project).

rdinfoCurrentSlide Slide currently playing (zero based).

rdinfoSlideCount Number of slides in the project (not including hidden slides).

rdIsMainMovie Can be used to identify whether the SWF file corresponds to the main Adobe Captivate project.

More Help topics

"Text captions" on page 72

"Widgets" on page 127

"Advanced actions" on page 165

Advanced actions

You can use scripting in Adobe Captivate to do the following:

- Enhance the interactivity of Adobe Captivate projects by handling complex, and condition-based interaction scenarios.
- Control the movie.

Advanced Actions model

The scripting for the advanced actions model in Adobe Captivate is based on the Object-Event-Action model.

Events on an interactive object, such as mouse-clicks, trigger actions that are defined for that event. You can handle complex interaction scenarios by scripting your own actions and applying them to the various interactive objects. The scripting editor in Adobe Captivate helps you script custom actions for interactive objects.

You can use the following options to define actions for interactive objects in Adobe Captivate:

Conditional Action Provide if … else conditions with and/or operators when scripting actions.

Standard Action Use a single script to run multiple actions in a sequence. Although the user interface provides a way to run multiple actions, it is restricted to the actions available in Adobe Captivate. During scripting, it is possible for you to combine actions defined during scripting with predefined actions in Adobe Captivate.

Best practice is that you go through the tutorial to get a better understanding of the possibilities of scripting in Adobe Captivate.

Create advanced actions

1. Select Project > Advanced Actions.
2. Select the action type:

   Conditional Action To create an if … else condition for your script.

   Standard Action To customize one of the predefined actions in Adobe Captivate.
3. In the Action Name, specify a name for the action.
4. Click the add icon.
5. Complete writing the code with the supplied options. Any option that has not been assigned a value is indicated by the red icon. If you do not set these values, it results in an error when you try to save the script.
6. Click Save to save the script.

Edit statements

- When editing a script, use the appropriate icons to add, remove, copy, cut, paste, insert, or move a statement (a line of code).
- Use the drop-down menu to change the type from Variable to Literal, or the other way round.
- To remove a decision, select the decision and then click the delete icon.

Edit/delete/duplicate advanced action

1. Select Project > Advanced Actions.

2 In the Existing Actions, select the action that you want to modify or delete.

3 Do one of the following:

- Use the appropriate icon at the top-right corner to delete or duplicate the action
- To update the advanced action, use the appropriate menu icons to update the statements and then click Update.

Finding slides in which the script is used (5.5)

1 Select Project > Advanced Actions.

2 In the Existing Actions, select the action.

3 Click Usage.

The slides in the project that use the selected script are displayed.

Apply advanced actions to slides

1 In the Property Inspector (Window > Properties), go to Action.

2 Select Execute Advanced Actions.

3 In Script, select the script that you want to run from the Action menu.

Apply advanced actions to interactive objects

1 In the Property Inspector (Window > Properties), go to Action.

2 In the action menu, select Execute Advanced Actions. Examples of actions are On Success, On Failure, and Lose Focus.

3 In Script, select the script that you want to run from the Action menu.

More Help topics

"Text captions" on page 72

"Widgets" on page 127

Tutorial on scripting

The following tutorial helps you get started with using scripting in Adobe Captivate.

You have been asked to create a login slide with fields to enter the user name and password.

When the user enters the correct values, the following actions take place:

- The project moves to the next slide.
- A text caption in the next slide displays the message, "Welcome <user name>".
- The default e-mail editor opens with the e-mail ID of the person that must be informed of the login.

When the user enters incorrect information, a text caption is displayed asking the user to reenter information.

Create variables for the project

1 Select Project > Variables.

2 Create a variable named `varUserName`, with the value `user`. For more information, see "Create a user-defined variable" on page 162.

3 Create a variable named `varPassword` with the value `password`.

Create objects for the slides

1 In an open project, insert two text entry boxes for the user name and password. The text entry boxes must be set to act as form fields.

Note: *To set a text entry box to act as a form field, select it and then deselect Validate User Input in the Property Inspector.*

2 Delete the Submit button from the User Name field.

3 Set the following options for user name:

- In Actions, go to On Success, and select No Action.
- Deselect Infinite Attempts.

  Note: *This option is disabled automatically when you disable Validate User Input.*
- In the Action area of the Property Inspector, select Continue in the Last Attempt field.
- Associate the field with the variable varUserName in the Var Associated field (General area of the Property Inspector).

4 Double-click the text entry field for the password, and set the following options:

- In the On Success field, select Continue.
- Deselect Infinite Attempts.
- In the After Last Attempt menu, select Continue.
- In Variable Associated, select `varPassword`.

5 Insert a text caption and do the following:

- Enter the following text on the caption: Invalid username/password. Please try again.
- In Item Name, change the name of the caption to `FailureCaption`. Deselect the Visible option. Doing so hides the caption until the conditions in the script enable the caption.

6 Insert a blank slide.

7 Insert a text caption with the text Welcome and the variable `varUserName` in the format `Welcome $$varUserName$$`.

8 Save the project as variables.cp.

Create an advanced action for the login slide

The advanced action for the login slide must do the following:

- Check whether the correct information has been entered in the login and password fields.
- Move to the next slide if the information is correct.

- Stay at the login slide if the information is incorrect and display a text caption requesting the user to reenter the login information.

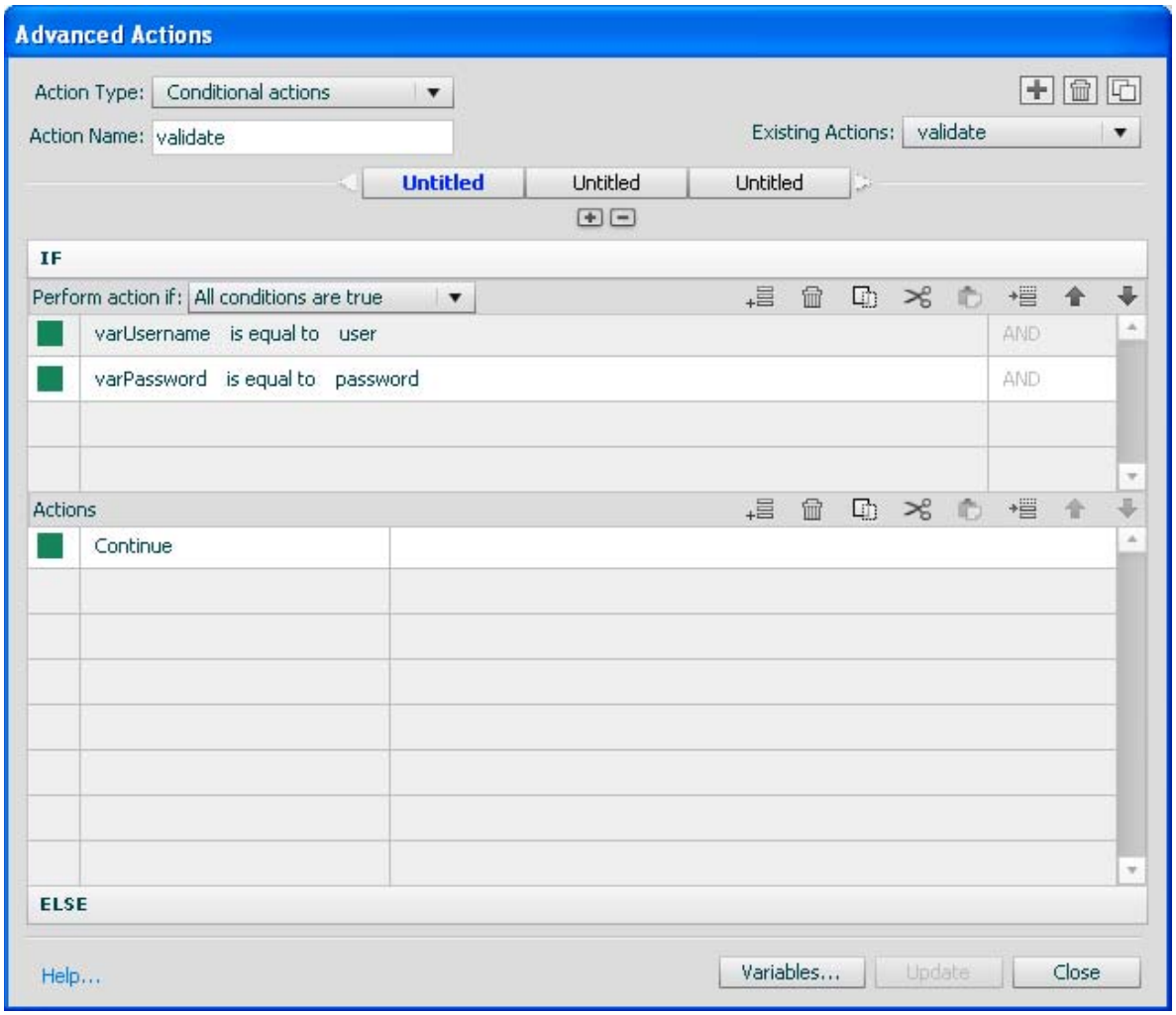
1 Select Project > Advanced Actions.

2 In the script window, do the following:

a Click Conditional Actions as the Action Type.

b Specify the name of the script as 'validate'.

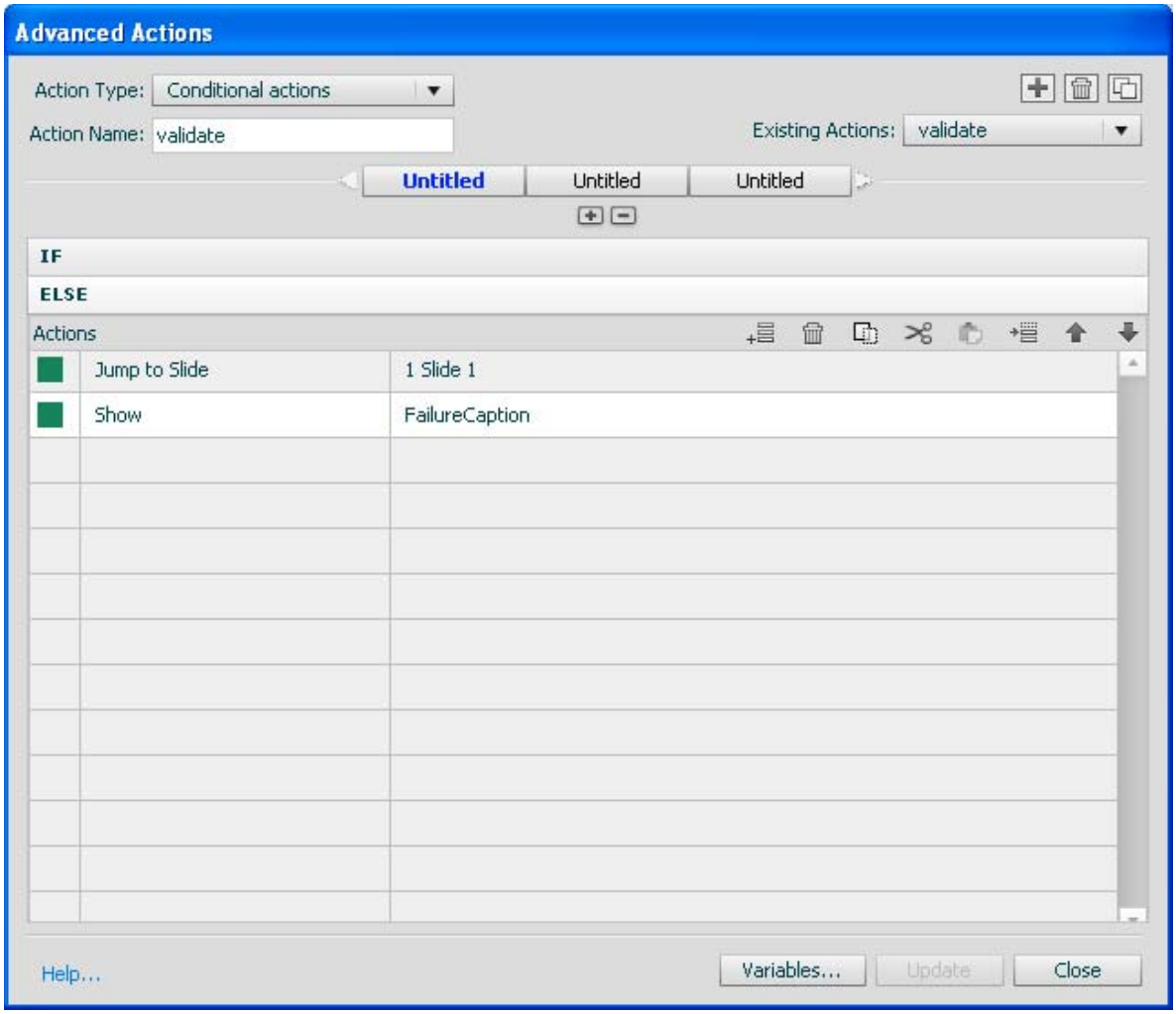
c In the IF section, double-click the rows and select the appropriate options in the drop-down lists. See the following illustration for the options to select:



IF condition in the 'validate' advanced action

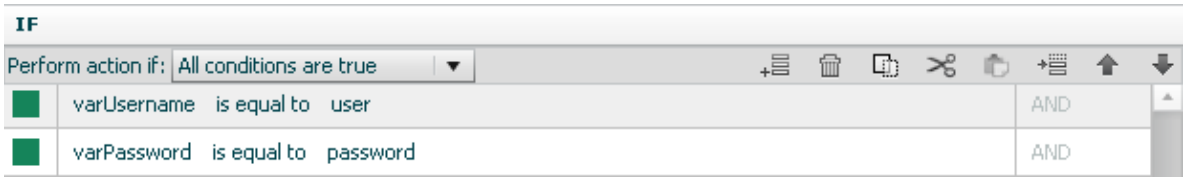
d In the Actions section, double-click the first row and specify the action as Continue.

e Click the Else header, double-click the rows, and specify the appropriate options as shown below.



ELSE condition in the 'validate' advanced action

Now look at individual lines of the code to understand what they do.



Lines of code in the IF condition

The code checks whether the user has used the user and password login credentials in the respective fields.

Action performed when IF conditions are true

This project moves to the next slide if the user name and password are entered correctly.

Lines of code in the ELSE condition

If the user information is incorrect, the project stays at the login slide. The text caption with the name FailureCaption is displayed.

Create an advanced action for the e-mail and welcome slide

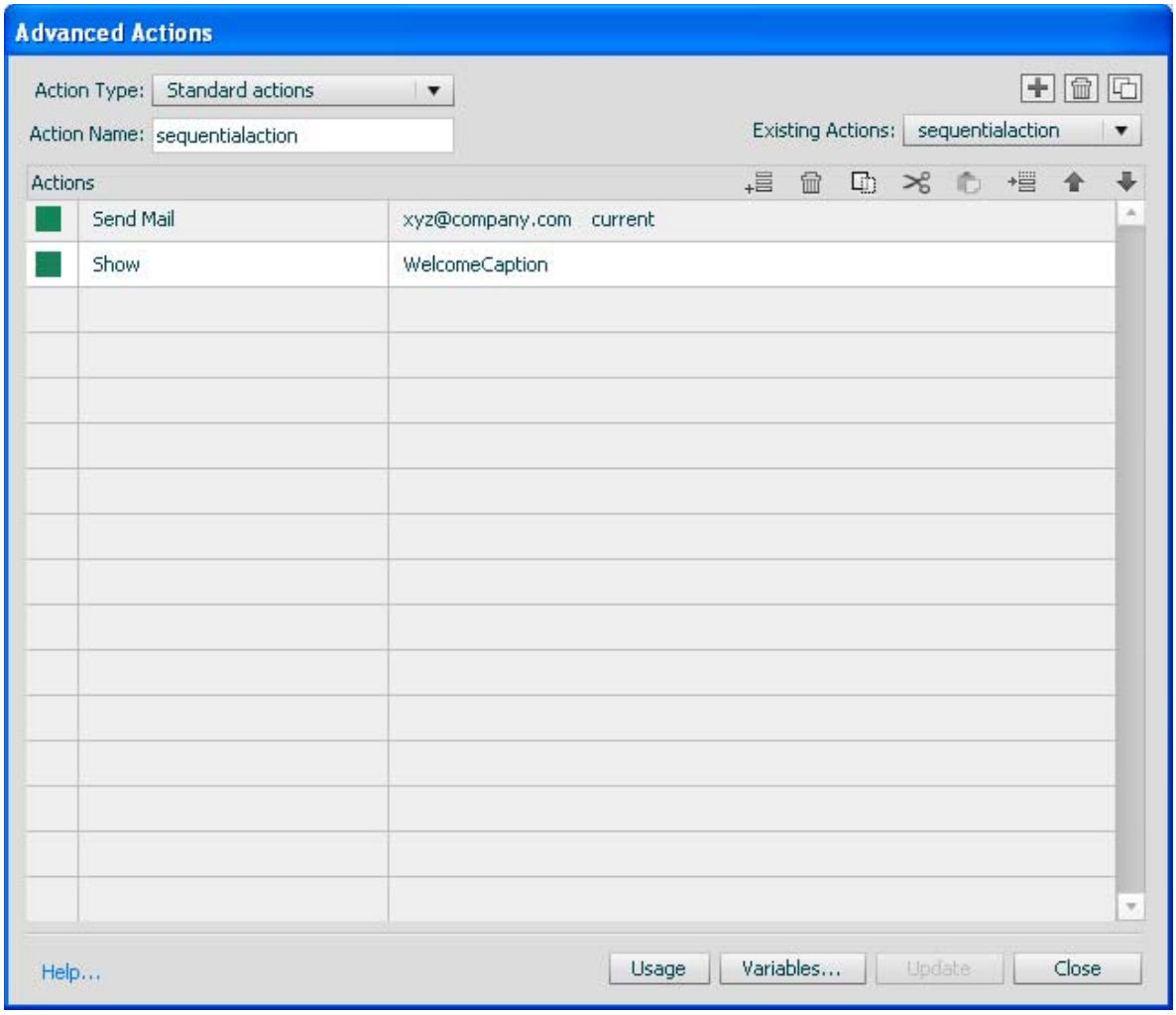
In the script window, do the following:

create a script named sequential action with the following code:

1 Click Standard Actions as the Action Type.

2 Specify the name of the script as 'sequentialaction'.

3 Double-click the rows and specify the options as shown below.



Lines of code in 'sequential action'

Now look at individual lines of the code to understand what they do.

First line of code in 'sequential action'

On successful login, the code opens up the default e-mail editor with the e-mail ID xyz@company.com displayed in the To field.

Second line of code in 'sequential action'

Displays the text caption containing the text, "Welcome <login name>".

Apply the advanced action to the login slide

❖ Double-click the login slide, and set the following actions in the Property Inspector:

- On Enter: Select Continue.
- On Exit: Select Execute Advanced Actions, and in the Action menu, select Validate.

Apply the advanced action to the next slide after login

❖ Double-click the display slide, and in the Property Inspector, set the following actions:

- On Enter: Select Execute Advanced Action, and choose sequential action in the Action menu.
- On Exit: select Go To Next Slide.

Run the project, and check whether the aims of the project have been achieved.

More tutorials

- Video tutorial by Lieve Weymeis that explains the user interface for conditional actions. The tutorial also explains the construction of a conditional action with multiple decisions.
- An article by Lieve Weymeis on how to combine a standard and conditional action in a single advanced action.
- Blog by Lieve Weymeis that explains how to check if the value of a variable is empty (null).
- Example for using conditional action by Lieve Weymeis: click here.
- Examples of simple standard and conditional actions with timesaving tips by Lieve Weymeis: click here.
- Tutorial on creating advanced actions for a game results board by Lieve Weymeis: click here.
- Tips by Lieve Weymeis on:
  - Customized course menu
  - Creating test with multiple scores
  - Conclusion based on multiple scores
  - Partial scores with customized feedback

Assign advanced actions to an event

You can define multiple actions that are performed sequentially after the occurrence of an event. You can assign multiple actions for the following:

Interactive objects You can define the sequence of actions after the user performs an action on an object.

Slides You can define the sequence of actions when the user enters or exits a slide.

Question Slides You can define the sequence of actions after the user completes answering a question.

For more information on the actions available in Adobe Captivate, see "Project navigation using interactive objects" on page 126.

To assign advanced action,

1 In the Property Inspector (Window > Properties), select Execute Advanced Actions (in Action Area > On Enter).

2 Click the browse icon.

3 In the Advanced Actions dialog box, specify the details.

4 Click Close.

Adobe Captivate SWF events

The following table lists the SWF events that are signaled by Adobe Captivate:

Event	Signaled when
CPMovieStartEvent	The movie starts playing
CPMovieStopEvent	After the movie finishes playing
CPMoviePauseEvent	The movie is paused
CPMovieResumeEvent	The movie resumes playing
CPSlideEnterEvent	While entering a slide
CPSlideExitEvent	While exiting a slide
CPQuestionSubmitEvent	A question is submitted and is evaluated.
CPAnswerSubmitEvent	An answer is submitted for the interactive object.

Subscribe to SWF events

Use the function `AddEventListener` to subscribe to SWF events.

Example

```
eventHandle.addEventListener(CPMovieStartEvent.CPMOVIESTARTEVENT,CPEventHandler);
```

where

```
eventHandle = movieHandle.getMovieProps().eventDispatcher;
```

This example illustrates how to print a message when Adobe Captivate movie starts playing.

```
function CPEventHandler(e:Event):void
{
     switch(e.type)
     {
         case CPMovieStartEvent.CPMOVIESTARTEVENT:
                                                 var startEvt : CPMovieStartEvent;
                                                 startEvt = e as CPMovieStartEvent;
                                                 trace("movie started playing");
                                                 break;
     }
}
```

Chapter 12: Creating a Quiz

You can include assessments or quizzes in your elearning course for assessing users' understanding of the subject. Your users can answer the quizzes in their web browsers. Adobe Captivate can report the quiz results to an LMS, Acrobat.com, Adobe Connect, or over email.

Adobe Captivate lets you add a variety of questions, such as, Multiple Choice, Fill-In-The-Blank, and True/False.

You can also create question pools containing a combination of different types questions. Adobe Captivate can randomly pick questions from these pools and build a quiz at run-time for your users. This way, you can make the questions unpredictable for your users.

You can use the quiz templates (5.5) (Quiz > Download Quiz Templates) to quickly create quizzes using the question slides. The quiz templates are .cptx files with preconfigured background and graphics.

In addition, you can also add question widget slides created in Adobe Flash to question pools.

Quiz preferences

Set general quiz preferences

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Settings from the Quiz menu.

3 Enter information in the following fields:

Name Enter a name for your quiz. In a project with more than one quiz, naming helps identify a quiz easily.

Required Select one of the following options from the menu:

- **Optional – The User Can Skip This Quiz** Allows users to skip the quiz and move on with the project.
- **Required – The User Must Take The Quiz To Continue** The project moves to the next slide only after the user has moved through all the question slides.
- **Pass Required – The User Must Pass This Quiz To Continue** The project moves to the next slide only after the user has scored the required points in the quiz.
- **Answer All – The User Must Answer Every Question To Continue** The project moves to the next slide only after the user has answered all the question slides.

Objective ID The ID of the quiz to which the question slide belongs. In a master quiz containing multiple quizzes, an objective ID helps identify the quiz to which the question belongs.

Interaction ID Prefix Every action that the user performs on a question slide is assigned a unique interaction ID. For example, when the user attempts a question incorrectly the first time, and gets it right the next time round, Adobe Captivate generates two interaction IDs. Use this field if you want to customize the generated interaction IDs by prefixing them with the assigned characters.

Shuffle Answers For question slides with multiple answers, the answers are shuffled when the user attempts the same question slide the next time.

Show Progress Select this option to show users which question number they are currently working on within the quiz. For more information, see "Set progress indicator preferences" on page 177.

Allow Backward Movement The user can visit the slides that were attempted previously.

Show Score At End Of Quiz Lets users view their score at the end of the quiz. You can customize the message that appears when the user passes or fails the quiz. Click Quiz Result Messages to customize the messages. You can also customize the options that you want displayed on the score slide.

- **Pass Message** Customize the text that must be displayed when the user passes the quiz. Alternatively, you can disable this option if you do not want to display a message to the user.
- **Fail Message** Customize the text that must be displayed when the user fails the quiz. Alternatively, you can disable this option if you do not want to display a message to the user.
- **E-mail Button Text** Specifies the text for the E-mail button. Users can click the button to send an e-mail message to an address you specify.
- **Display Score** Displays the user's score on the Results slide.
- **Display Maximum Possible Score** The maximum score possible if all questions were answered correctly.
- **Display Number of Correct Questions** The number of questions the user answered correctly.
- **Display Total Number of Questions** The number of questions the user answered.
- **Display Accuracy** The user's score as a percentage.
- **Display Number Of Quiz Attempts** The number of user attempts.

Allow User To Review Quiz Users can review a quiz after they have completed attempting it and the score has been displayed. This option allows users to find out questions they answered incorrectly, and their correct answers. You can customize the messages provided in the feedback. Click Question Review Messages to customize the feedback messages:

- **Correct** For correct answers.
- **Incomplete** For incomplete answers.
- **Incorrect** The answer entered by the user, and the correct answer.

Quiz reviews (5.5)

When users review the quiz after attempting to answer it, Adobe Captivate provides feedback graphically through images.

Image/Message	Meaning	Displayed in Question Type...
	Question is answered incorrectly	All
	Question is answered correctly	All
You did not answer this question completely (Default message specified in Preferences > Quiz > Settings > Question Review Messages)	Question is skipped	Any type of 'graded' question skipped by the user.

Image/Message	Meaning	Displayed in Question Type...
	Skipped answers	Matching question, Sequence question, Multiple choice questions, Fill in the blank questions with multiple answers For example, when a user does not select an option in the combo box of a matching question.
	Correct answer	All
	List of correct answers	Matching question, Sequence question, Fill in the blank questions For example, when users answer a sequence question incorrectly, the sticky icon provides the correct sequence of answers.
	Correct answer (in a hotspot question)	Hotspot question
	Incorrect answer	All
	Incorrect answer (in a hotspot question)	Hotspot question This icon is displayed on all the wrong clicks by the user in a hotspot question.

These images are in the <installation folder>/Gallery/Quiz/QuizReviewAssets folder. You can replace the images (PNG, FLA, and SWF files) with custom images. However, ensure that you maintain the same size as the default ones for best results.

Set pass or fail preferences

You can set the minimum score required to pass a quiz. You can also define the action that should take place after the user passes or fails a test.

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Pass or Fail from the Quiz menu.

3 In the Pass /Fail options, do one of the following:

- Set the minimum percentage that the user must score to pass the quiz.
- Set the minimum points that the user must score to pass the quiz.

4 To decide the course of the project after the user passes a quiz, select an action in the If Passing Grade section.

Continue The movie moves to the next defined action.

Go To Previous Slide The previous slide is displayed to the user.

Go To Next Slide The movie moves to the next slide.

Go To Last Visited Slide Similar to a back button. The movie moves to the previously viewed slide.

Jump To Slide The movie moves to the specified slide.

Open URL Or File A web browser opens with the specified web page if the user has internet connectivity. Alternatively, you could open a specified file for the user.

Open Other Project Opens the specified Adobe Captivate project.

Send E-mail To A draft of the default e-mail editor opens with the e-mail address specified in the To field.

Execute JavaScript Adobe Captivate runs the specified JavaScript.

Execute Advanced Action Adobe Captivate runs the script written using the application.

Show When the user performs the required action on the object, the specified hidden object is made visible

Hide When the user performs the required action on the object, the specified object is hidden from the user.

Enable When the user performs the required action on the object, it activates another object in the project.

Disable When the user performs the required action on the object, it disables another object in the project.

Assign When the user performs the required action on the object, the value of the specified variable is set inside the text caption.

Increment When the user performs the required action on the object, the value of the specified variable is incremented accordingly.

Decrement When the user performs the required action on the object, the value of the specified variable is decremented accordingly.

Multiple Actions When the user performs the required action on the object, multiple actions are performed in the order specified by the user.

Apply Effect When the user performs the required action, the effect associated is applied.

No Action Nothing happens when the user exits the slide.

5 To decide the course of the project after the user fails a quiz, select an action in the If Failing Grade section. The actions are similar to those in the If Passing Grade section.

Set question slide preferences

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Default Labels from the Quiz menu.

3 Change the default labels that appear on the Submit, Clear, Skip, and Back buttons in the Default Question Button Labels section. The four buttons are displayed on any question slide unless you have disabled them in the Property Inspector of that slide.

4 Specify the text and the style to be used for the following:

Correct Message Appears when the user provides a correct answer.

Incorrect Message Appears when the user provides a wrong answer.

Retry Message Appears when the user provides a wrong answer, but can attempt the question one more time.

Incomplete Message Appears when the user does not provide the complete answer to the question.

Timeout Message Appears when the user does not answer the question in the specified time. You can set the time using the Property Inspector of the question slide.

5 To create a new style for the labels using Object Style Manager, click Create New Style.

Set progress indicator preferences

The progress bar displays the user's progress through the questions.

To set preferences for progress indicator,

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Quiz > Settings.

3 In the Settings section, select Show Progress.

4 Specify a progress type. This decides how the progress bar displays the user's progress through the questions.

Relative Progress lists the current question and the total number of questions (for example, "Question 3 out of 10").

Absolute Progress lists just the question number (for example, "Question 3").

Setting properties

Select the progress indicator on stage and then specify the properties in the Property Inspector.

Style Select a style for the progress indicator. To define a new style, select Edit > Object Style Manager. For more information on object styles, see Content reference to: Object style.

Character Specify the options to customize the appearance of the text for your progress bar.

More Help topics

"Fix size and position of noninteractive objects" on page 113

Insert question slides

Ensure that you have set up the quiz preferences before inserting question slides. For information on quiz preferences, see "Quiz preferences" on page 174.

1 In an open project, select the slide after which you want to insert question slides.

2 Select Quiz > Question Slide.

3 Select the question types from the following and specify the number of questions slides of each type that must be inserted:

Multiple Choice Users select one or more correct answers from a list.

True/False Users choose either True or False (or Yes or No).

Fill-In-The-Blank Users complete a blank in a sentence or phrase.

Short Answer Users supply a word or phrase.

Matching Users match entries in two lists.

Hot Spot Users move the pointer over areas on the slide.

Sequence Users arrange listed items in the correct sequence.

Rating Scale (Likert) Users indicate their level of agreement with statements.

Random Question Displays questions that are randomly selected from a question pool to which they are linked. After you select Random Question, select the appropriate question pool in Linked Question Pool. For details, see "Random question slides" on page 186

Note: *You can add a widget question slide only to question pools.*

4 Specify the number of questions.

5 Specify whether the question is a graded or survey question, and click OK.

Graded Question To evaluate the user using the score you assign for the question.

Survey Question To get user feedback.

Note: *Graded option is not applicable for Rating Scale (Likert) questions.*

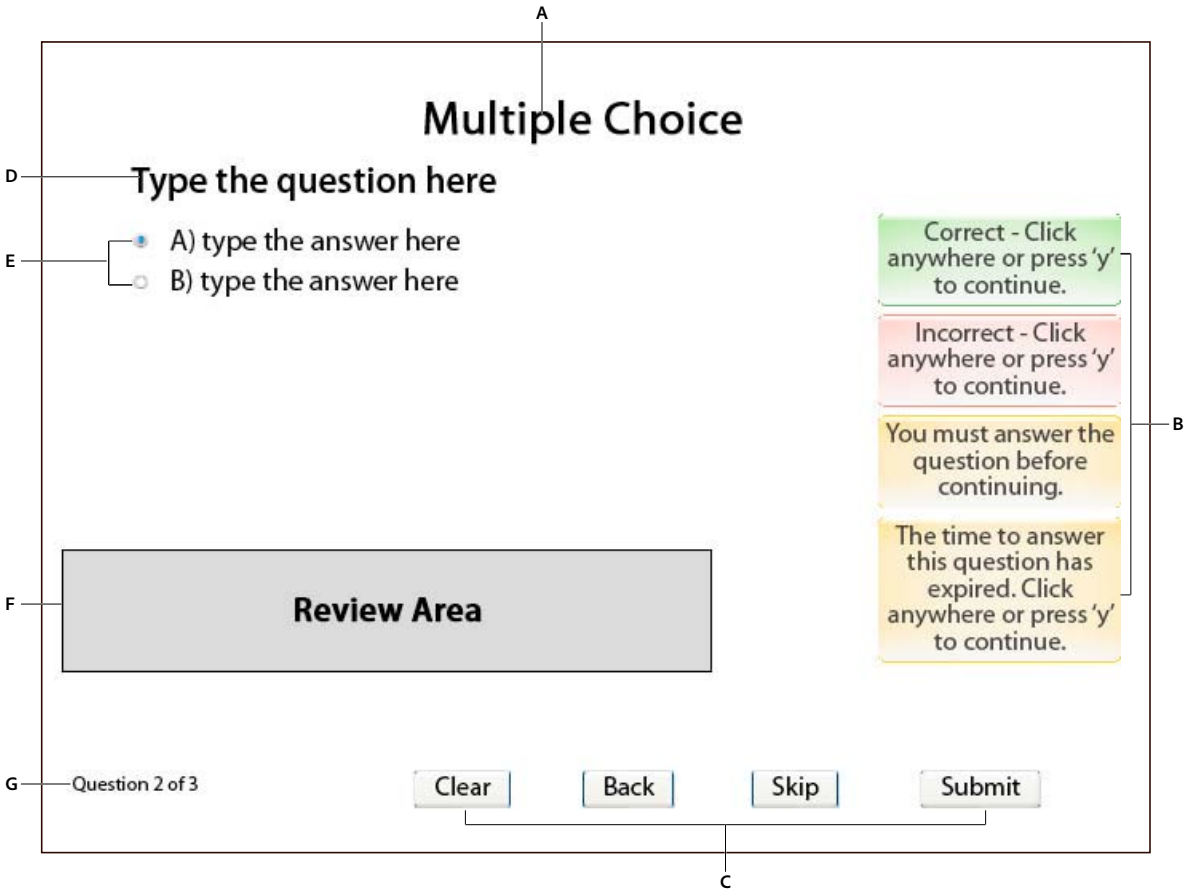
New slide(s) with placeholder questions and answers appear in the Filmstrip. For a description of a typical default question slide, see "Default question slides" on page 179.

In addition to the question slide that you have chosen, Adobe Captivate inserts a Quiz Results slide after the question slides. This slide summarizes the points that a user has scored across all the question slides. For more information on the quiz results slide, see "Quiz results slide" on page 181.

After inserting a question slide, replace the placeholder question and answers with the required text. For more information on setting up the different types of slides, see "Set up question slides" on page 181.

Default question slides

A typical default question slide contains placeholders for questions, answer choices, interactive buttons, and default captions.



A typical default question slide
***A.** Question type **B.** Quiz captions **C.** Quiz buttons **D.** Question placeholder **E.** Answer choices **F.** Review area **G.** Progress indicator*

Question type Indicates the type of question, such as, multiple choice and true/false that you chose while inserting the slides.

Question placeholder Lets you type your question by editing the default text.

Answer choices Let you type the answer choices that you want to provide your users by editing the default text.

You can increase the number of answer choices using the Quiz Properties panel.

***Note:** The way you designate correct answers for your question varies based on the question type. See "Set up question slides" on page 181 for information.*

Review area Displays a preconfigured message to your users when they review the quiz using the Review Quiz button on the Quiz Results slide. You can configure the message in quiz preferences (Edit > Preferences > Quiz > Settings > Question Review Messages).

Quiz buttons Lets users reset their answers, skip the question, go back to a previous question, and submit their answers. You can choose to hide or show these buttons using the Quiz Properties panel.

Quiz captions Help you provide appropriate messages to the users when they answer the quiz. For more information, see "Quiz properties" on page 184.

Progress indicator Indicates the question numbers to users in a relative or absolute way. You can disable the progress indicator or change the type in project prefernces. For information, see "Set progress indicator preferences" on page 177.

Quiz results slide

The quiz results slide summarizes the performance of the user at the end of the quiz. You can hide or show the default parameters using the Quiz Properties panel.

Users can choose to continue with the course or review the quiz. When users review the quiz, the Review Area in the question slides displays a preconfigured message. The message indicates whether the user answered the question correctly, or skipped the question. You can customize the review messages in preferences (Edit > Preferences > Quiz > Settings > Quiz Review Messages).

By default, the quiz results slide is inserted after the question slides. You can click and drag the slide in the Filmstrip to any required location, for example, to the end of the course.

If you delete the slide, you can insert it again by clicking Show Score At The End Of The Quiz in project preferences (Edit > Preferences >Quiz > Settings).

Set up question slides

Multiple-choice question slides

1. Insert the multiple choice question slide (Quiz > Question Slide > Multiple Choice).

   The default multiple choice question contains a placeholder question and two answer choices: A and B.

2. To add more choices, edit the number adjacent to Answers in the General accordion of the Quiz Properties panel (Window > Quiz Properties).
3. Double-click the placeholder question on stage to edit it and type your question.
4. Do the following in the Quiz Properties panel:
   a. Click Multiple Answers if the question has more than one correct answer.
   b. Select Shuffle Answers if you want the choices to appear in a different order each time the user returns to this question.
5. Specify other properties for the question slide in the Quiz Properties panel. For detailed information, see "Quiz properties" on page 184.

True-or-false question slides

1. Insert the true/false question slide (Quiz > Question Slide > True/False).

   The default true-or-false question slide contains a placeholder question and the answer choices: True and False.

2. Double-click the placeholder question to edit it and type your question.
3. To establish the correct answer, click the correct answer—True or False—on stage. You can replace True and False with Yes and No if required.
4. Specify other properties for the question slide in the Quiz Properties panel. For detailed information, see "Quiz properties" on page 184.

Fill-in-the-blank question slides

1 Insert the fill-in-the-blank question slide (Quiz > Question Slide > Fill-In-The-Blank).

2 To specify the word or a phrase that users need to fill out, do one or all of the following:

- Select a word or phrase, and click Mark Blank in the Quiz Properties panel.
- Type your question in such a way that the answer (a word or a phrase) replaces the word 'blank'.

3 To provide multiple options that your users can choose from:

a Double click the word/phrase that is marked blank and then use the + button to add additional words/phrases that correctly fills in the blank.

b Select Dropdown list instead of User Input.

c Check the words/phrases that correctly fills in the blank.

d Select Shuffle Answ... if you want the choices to appear in a different order each time the user returns to this question.

Short-answer question slides

1 Insert the fill-in-the-blank question slide (Quiz > Question Slide > Short Answer).

2 On stage, double-click the placeholder question to replace it with your question.

3 Double-click inside the answer box that is just below the question. The Correct Entries box appears.

4 Type the sentence or the phrases that constitute correct answers. Use the + button to add multiple entries.

Matching question slides

1 Insert a matching question slide (Quiz > Question Slide > Matching).

2 In Column 1, click the placeholder text 'type the item here'. You see that a drop down list appears adjacent to the placeholder text. This list helps you specify the correct match for your questions. When your users answer the question, the answer is validated against the correct answer you specify in this list.

3 Double-click the placeholder text to replace it with the word or phrase to be matched.

4 In Column 2, double click 'type the answer here' to replace it with the answer choices. Do not specify the correct match in Column 2; use the drop-down list to specify the correct match.

5 To add more rows to the columns, specify the required number in the Column 1 and Column 2 fields in the General accordion of the Quiz Properties panel.

6 If you want the choices to appear in a different order each time the user returns to this question, click Shuffle Column 1 in the Quiz Properties panel.

Hotspot question slides

Hotspot slides contain areas that the user must identify. For example, you can ask the user to identify company products from images displayed on the slide.

Answers to hotspot questions are correct if all the correct hotspots are clicked and none of the incorrect hotspots are clicked.

1 Insert a hotspot question slide (Quiz > Question Slide > Hot Spot).

The default hotspot slide contains placeholder text for the question and one hotspot area represented by a rectangle.

2 Double-click the placeholder question and replace it with your question.

3 Specify the number of hotspot areas you require in the Quiz Properties panel (the Answers field in the General accordion). You can add a maximum of 10 hotspot areas to a slide.

4 Add objects to the slide, for example, images, that you want to use as hotspots, and position the hotspot areas on these objects.

5 For each hotspot area, set the properties (such as, fill, stroke, correct answer) using the Property Inspector. For more information, see "Set hot spot properties" on page 183.

6 Do the following in the Quiz Properties panel:

- To disable mouse clicks on slide areas other than hotspots, click Allow Clicks Only On Hot Spots.
- To customize the animation that appears when users click a hotspot, click Browse, and select the animation.

Set hot spot properties

Click the hotspot area and do the following in the Property Inspector:

1 In the General accordion:

If clicking the hotspot is to be marked as a correct answer, (in the General area of Property Inspector).

- Click Correct Answer if the hotspot is to be marked as a correct answer when users click it.
- Click Show Hand Cursor Over Hit Area to make the hand icon appear when the mouse is moved over the hotspot.

2 In the Fill & Stroke accordion:

- To change the default border color, select the hotspot and then use the Stroke option.

  Note: *The border color isn't displayed if the frame width is set to zero.*

- Enter a number or use the slider to set the thickness of the hotspot border.
- To change the default, use the Fill option.

  Note: *The fill color isn't displayed if the alpha is set to 0%. In the Color menu, specify a value for alpha. An alpha value of 0% creates an invisible (or transparent) fill; an alpha value of 100% creates an opaque fill.*

3 To apply a shadow effect to hotspot area, click Enable in the Shadow accordion.

4 In the Transform accordion, specify the exact size and position of the hotspot area.

5 Click , where available, to apply the properties to multiple hotspot areas on the slide and across the project.

Sequence question slides

A sequence slide provides a list of items to be arranged in the correct order. For example, you can display a list of Polish kings and ask the user to arrange them chronologically.

1 Insert a sequence question slide ((Quiz > Question Slide > Sequence).

2 On stage, type the question replacing the dummy text.

3 Enter the list in the correct order. Adobe Captivate shuffles the answers in the list and displays them to users in random sequence.

4 In the Quiz Properties panel, specify the number of choices as Answers in the General accordion.

5 In the Answer Type list, specify the mode in which you want your users to arrange the answers in the list.

Rating scale (Likert) question slides

A rating scale slide displays a statement to which users specify their level of agreement. For example, you can add the statement, "I learned valuable information from this presentation" and give the user a range of responses to choose from: disagree, somewhat disagree, am neutral, somewhat agree, or agree.

Rating scale questions are not graded and have no right or wrong answers. You can't assign a point value or create branching on the basis of correctness. You can, however, decide what happens after the user completes the rating scale, such as continuing to the next slide, opening another project, or displaying a URL

1. Insert a Rating Scale (Likert) question slide (Quiz > Question Slide > Rating Scale (Likert)).
2. On stage, rephrase the instruction by replacing the default text.
3. In the General accordion of the Quiz Properties panel (the Answers field), specify the number of rows of survey questions you require.
4. To edit the default agreement levels, double-click the text, and replace it with your text.

   You can edit the properties of the Likert Header that contains the agreement levels using the Property Inspector.
5. Complete the After Survey specification in the Action area of the Quiz Properties panel. The After Survey area is the same as the If Correct Answer area as described in the general workflow.

Question widget slides

You can insert question widgets created as SWF files in Flash into Adobe Captivate. Developers creating the question widget in Flash must use a template code for efficient integration of the question widget into Adobe Captivate. For more information, see "Create question widgets" on page 130.

1. Select Insert > Widget.
2. In the Open dialog box, select the question widget that you want to insert.
3. In the Widget Question dialog box, do the following:
   1. In the Name field, enter a name for the widget.
   2. In the Question field, enter the question.
   3. Assign the points that should be awarded to the user who answers the question correctly.
4. Follow the instructions in the Widget Parameters section to create the question.

More Help topics

"Properties of widgets" on page 135

Quiz properties

For each question slide, do the following in the Quiz Properties panel (Window > Quiz Properties):

1. In the General area:
   - Toggle between Survey and Graded options using the Type list.
   - (If type is Graded) Edit the number adjacent to Points (1 t0 100) to specify the score a user gets by answering a question correctly.
   - Specify the style for numbering the answer choices in the Numbering list.

2 In the Options area, specify the time limit and the captions to be included:

Clear Resets the slide to the initial view. It allows the user to start answering the questions on a slide by clearing the entered answers.

Back Takes the user to the previously attempted question slide.

Skip Allows the user to skip the question slide and move to the next slide.

Correct Displays a caption that lets users know that their answer is correct or incorrect.

Incomplete Displays a caption that lets users know that they did not complete the question when they click Skip.

Time Limit Lets you specify a time limit by when the users have to anwer the question. You can specify the time in seconds (maximum 1800 seconds). You can also click Timeout Caption to display a message to users that the time allotted for the question has expired.

3 In the Action area, specify the number of attempts, failure levels, and the action to be taken after the users visit the slide and the last attempt.

For more information, see "On Success options" on page 185 and "Last attempt options" on page 186.

4 In the Reporting area, specify whether you want the answers to be reported along with other parameters chosen in quiz preferences (Edit > Preferences > Quiz > Reporting).

Also, specify an Interaction ID. For more information, see "Reporting options" on page 186.

On Success options

In the Action area of Quiz Properties panel, select the action that should take place after the user provides the correct answer from the On Success menu:

Continue The movie moves to the next defined action.

Go To Previous Slide The previous slide is displayed to the user.

Go To Next Slide The movie moves to the next slide.

Go To Last Visited Slide Similar to a back button. The movie moves to the previously viewed slide.

Jump To Slide The movie moves to the specified slide.

Open URL Or File A web browser opens with the specified web page if the user has internet connectivity. Alternatively, you could open a specified file for the user.

Open another project Opens the specified Adobe Captivate project.

Send e-mail to A draft of the default e-mail editor opens with the e-mail address specified in the To field.

Execute JavaScript Adobe Captivate runs the specified JavaScript.

Execute Advanced Action Adobe Captivate runs the script written using the application.

Show When the user performs the required action on the object, the specified hidden object is made visible

Hide When the user performs the required action on the object, the specified object is hidden from the user.

Assign When the user performs the required action on the object, the value of the specified variable set inside the text caption.

Increment When the user performs the required action on the object, the value of the specified variable is incremented accordingly.

Decrement When the user performs the required action on the object, the value of the specified variable is decremented accordingly.

Multiple Actions When the user performs the required action on the object, multiple actions are performed in the order specified by the user.

Show Correct Message
On stage, select the Correct Caption and then replace the dummy text with a caption to display when the user supplies a correct answer.

In the Options area of the Quiz Properties, uncheck Correct (in the Captions section) to provide no feedback for a correct answer.

Last attempt options

In the Action area of Quiz Properties panel, specify the following:

Attempts Select the number of times the user can attempt the question. After this number of attempts, the action you select from the Action pop-up menu occurs.

Infinite The user can attempt the question any number of times.

Failure Levels Specify the number of attempts for which the incorrect message is displayed. For example, if the level is set to 2, the error message is displayed for the first two attempts.

Last Attempt The options are the same as for the If Correct Answer area.

Retry Message Display a message when the user supplies an incorrect answer but there are remaining attempts available. This option is disabled if failure levels have been set.

In the Options area if Quiz Properties panel, specify the following:

Show Incomplete Message Select Incomplete to display a message (for example, "Please select an answer before continuing.") when the user doesn't supply an answer. This option is disabled if you have chosen the Drag Drop option. On stage, edit the dummy text to specify the appropriate message.

Show Timeout Message Select Timeout Caption to display a timeout message when the user fails to answer the question in the specified time. On stage, edit the dummy text to specify the appropriate message.

Reporting options

Use the Reporting area of the Quiz panel to specify the reporting options.

Report Answers Keep a quiz score.

Note: *Interactive details like interaction ID, objective ID, and interaction type are not sent to the learning management system (LMS) if this option is not selected. However, details of the quiz, such as the total score, result, and quiz state, are still sent to the LMS.*

Interaction ID If you want the Adobe Captivate project (SWF file) to send tracking information to your LMS, enter the interaction ID specified by your LMS.

Random question slides

Random question slides display questions that are randomly selected from a question pool to which they are linked. These slides help avoid quiz predictability. Random question slides do not have a Timeline of their own but use the timing of the question slide chosen at run time.

Note: *Random question slides cannot be exported into Flash 8 or Flash CS3.*

Create a question pool before creating a random question slide.

Create question pools

1 Select Quiz > Questions Pools Manager.

2 Click the add button (+) above the left panel to add a question pool.

3 In the text box that appears, type a name for the question pool.

4 Click the add button (+) above the right panel to add questions to the question pool.

The Insert Questions dialog box appears.

5 Select the question types and specify the number of questions slides of each type that must be inserted.

6 (Optional) Click the remove button (–) in the right or left panel to remove questions from the question pools or question list.

7 Close the Insert Questions dialog box. The Question Pool panel appears.

8 Select the question slide in the Question pool panel and add the quiz content on stage. For more information, see "Set up question slides" on page 181.

Note: *Unlike the regular question slides, you cannot directly assign points or scores to the graded questions in question pools. You can assign the points to the random question slide using its Property Inspector.*

9 Repeat the procedure to add more question pools and questions to them.

Question pools cannot be exported as XML. However, in the Question Pool Manager, you can do the following using the right-click menu:

- Drag questions across question pools.
- Copy questions from one pool and paste them into other pools.
- Lock, unlock, hide, and show questions.

Note: *You can copy, duplicate, or delete the question slides using the Question Pool panel.*

Move question slides to a question pool

You can move a question slide or a group of question slides to a question pool. The question slide is removed from the main project and placed in the question pool. Alternatively, you can move question slides from a question pool into the main project, or to other question pools.

Question pools do not support slide grouping, so all grouping information is lost when grouped slides are moved into pools. Consequently, when the question slides are moved back to the main project, they are not associated with any group.

To move question slides across multiple slide groups into a question pool, expand the group, select the question slides, and move them to the question pool.

Note: *You cannot undo the movement of question slides to question pools or to the main project.*

1 In the Filmstrip, select the question slide that has to be moved to the question pool.

If required, you can select multiple slides.

2 Right-click (Windows) or Control-click (Mac OS) the slide, select Move Question To, and then select the pool to which you want to move the slide.

Move a question from one question pool to another or to the main project

1 In the Question Pool panel, select the question slide that has to be moved to the question pool or main project.

If required, you can select multiple slides.

2 Right-click (Windows) or Control-click (Mac OS) the slide, select Move Question To, and select either Main Project or Pool #.

Import questions from question pools in other projects

1 Select File > Import > Question Pools.

2 Select the project to import, and click Open.

The question pools appear in the left panel of the Import Question Pools dialog box, and their corresponding questions appear in the right panel.

3 Select the questions to import into the current project, and click OK.

Create random question slides

1 Click Quiz > Random Question Slide. A new slide appears in the Filmstrip that will be replaced at run-time with a question from the question pool that you select.

2 In the Quiz panel, do the following in the General area:

- From the Question Pool menu, select the pool from which the questions are to be randomly selected. See "Create question pools" on page 187 for detailed information.
- Click Add Questions to add additional questions to the pool that you selected.
- Select type as Survey or Graded.

  Important: *If you select Survey, only survey questions from the question pool are randomly picked. Similarly, if you select Graded, only graded questions from the question pool are randomly picked.*

  If you select Survey and the question pool does not contain any survey questions, a blank slide is displayed to users.

- (If type is Graded) In the Points box, type a number or use the arrows to assign a point value. The range is 0 - 100.

3 In the Action area, do the following:

- For the options On Success and Last Attempt, use the menu to select one of the following actions:

  Continue The movie moves to the next defined action.

  Go to the previous slide The previous slide is displayed to the user.

  Go to the next slide The movie moves to the next slide.

  Go to the slide last visited Similar to a back button. The movie moves to the previously viewed slide.

  Jump to slide The movie moves to the specified slide.

  Open URL Or file A web browser opens with the specified web page if the user has internet connectivity. Alternatively, you could open a specified file for the user.

  Open another project Opens the specified Adobe Captivate project.

  Send e-mail to A draft of the default e-mail editor opens with the e-mail address specified in the To field.

  Execute JavaScript Adobe Captivate runs the specified JavaScript.

  Execute Advanced Actions Adobe Captivate runs the script written using the application.

Assign When the user performs the required action on the object, the value of the specified variable set inside the text caption.

Increment When the user performs the required action on the object, the value of the specified variable is incremented accordingly.

Decrement When the user performs the required action on the object, the value of the specified variable is decremented accordingly.

Multiple Actions When the user performs the required action on the object, multiple actions are performed in the order specified by the user.

No Action Nothing happens.

Chapter 13: Advanced Editing and Project Reviews

Projects and project preferences

Overview of project editing

When you record or create a project, you provide it with the required framework. To provide your project with a professional touch and to meet any standards set by the client or company, you can edit it. Editing a project involves the following:

- Adding additional slides and objects
- Editing slides and objects
- Reordering slides
- Deleting slides and objects that are not required
- Changing the timing of slides and objects
- Adding a skin
- Adding a table of contents
- Changing the dimensions of the project
- Changing the file size of the completed project.

You can set various project preferences in the Project menu of the Preferences dialog box. Any preferences you select are for the currently open project only, enabling you to set different preferences for different projects.

Edit project preferences

You can set project preferences that are applied to all the slides in the project. Some of these settings can overrule specific settings that you have set at the slide level. Use the Project menu in the Preferences dialog box to make the changes.

Edit project information

Project properties are visible to users from the Information button that is included with all playback controls. It is important to set project properties if you are creating 508-compliant accessible projects.

Select Edit > Preferences > Project > Information (Windows) or Adobe Captivate > Preferences > Project > Information (Mac OS) and specify the following properties:

Author Name of the author or authors of the project.

Company Name of the company or organization responsible for the content in the document.

E-mail E-mail address for the company or, if appropriate, of your customer service department.

Website Website address of the company.

Copyright Copyright information for your project.

Project Name A distinctive and descriptive name for your project.

Description Short description of the contents of the project. For example, "This project is a brief overview of Product ZYX."

Change project size and quality

Select Edit > Preferences > Project > SWF Size And Quality (Windows) or Adobe Captivate > Preferences > Project > SWF Size And Quality (Mac OS) and specify the following properties:

Compress Full Motion Recording SWF File Compresses the full motion recording SWF file to a smaller size. Choosing this option can increase the time taken to preview or publish the project.

Settings Indicates the quality of the published SWF file. You can select the quality of the SWF file by moving the slider bar to the corresponding option: High, Medium, Low, or Custom. When you choose High, Medium, or Low, Adobe Captivate uses its internal settings to set the quality of the file. Files of a higher quality are compressed to a lesser extent, and therefore might be of a greater file size. You can customize the options for quality when you move the slider to the Custom level.

Retain Slide Quality Settings Retains the slide quality settings defined in the Property inspector of the slide.

BMP Determines the image quality of bitmaps (screenshots) generated during recording. Reducing the image quality reduces the file size but can affect the quality of the color in the images. Any bitmap files that you have inserted in the project are also affected.

JPEG Determines the quality of JPEG files that you have inserted in the project. Reducing the image quality reduces the file size but can affect the quality of the color in the images. JPEG images are detailed and contain many colors, so greatly lowering their quality is not advised.

Audio Determines the quality of audio files used in the project. Audio files are converted to mp3 format before they are published. A file with higher quality does not affect the file size drastically but significantly improves the audio quality.

Advanced Project Compression Enables Adobe Captivate to take into account only the difference between two slides instead of publishing both the slides. The compression reduces the size of the published project. Choosing this option can increase the time taken to preview or publish the project. Compressed projects sometimes do not play as intended in Flash Player.

Compress SWF File Compresses the published SWF file. Compressed SWF files can be played only with Flash Player 9 or later. Choosing this option can increase the time taken to preview or publish the project.

Define how a project starts and ends

Select Edit > Preferences > Project > Start And End (Windows) or Adobe Captivate > Preferences > Project > Start And End (Mac OS) and specify the following preferences:

Auto Play The movie starts playing as soon as it is downloaded. If you want the movie to play only after the user clicks the Play button, deselect this option. You can display an image until the user starts playing the movie. Click Browse (...) to select the image. If you do not select an image, the first slide of the movie is displayed.

Preloader You can add a loading screen to the beginning of your project. A loading screen is useful if the first slide of the project is large or contains audio and takes a few moments to appear.

Adobe Captivate includes predefined loading screen images that you can use. Also, you can create a custom image to use as a loading screen.

You can also create a SWF file to use as a loading screen. In the Adobe Captivate Preloaders folder, there is a sample SWF file and FLA file named DefaultPreloader. You can use these files as templates to create your own SWF file. If you add a custom loading screen, Adobe Captivate calls the following functions if they exist on the main Timeline of the SWF file:

Note: *The preloaders available in Adobe Captivate are located in the \\ProgramFiles\Adobe\Adobe Captivate <version number>\Gallery\Preloaders folder on Windows.They are available at /Applications/Adobe Captivate 5/Gallery/Preloaders directory on Mac OS.*

```
function initialize(projectWidth:Number,
projectHeight:Number)
function
onProgress(loadedBytes:Number,totalBytes:Number,preloadPercent:Number)
function isDone():Boolean
```

Preload% The percentage of the SWF file that must be downloaded before the file starts playing. After the required portion of SWF file has been downloaded, the preloader disappears, and the SWF file starts playing.

Password Protect Project Password that users must enter before they can view the project. In the adjacent box, type the correct password to be used by users to successfully view the project. Click Options to specify the following:

- **Message** The message that is displayed to users to explains what they must do when prompted to type a password.
- **Retry Message** The message to be displayed when users enter an incorrect password.
- **Button Text** The text that is displayed on the button that the users click in order to continue viewing the project.

Project Expiry Date Expiry date for the project. Click Calendar to choose a date. In the adjacent text box, specify the message to be displayed to users when the project expires.

When a project expires, it can no longer be viewed.

Fade In On The First Slide Provides a fade-in effect to the first slide of the project.

Action Click the menu and select an action to take place at the end of the project.

- **Stop Project** Stops the project after it plays once.
- **Loop Project** Continuously plays the project.
- **Close Project** Closes the movie after it stops playing.
- **Open URL Or File** Opens the specified website in a web browser after the movie stops playing.

To load a URL, type the full path to a website (for example, http://www.website.com). Click the inverted arrow icon next to the URL box to select the window in which to display the URL, then choose Current, New, Parent, or Top.

To load a file, click the browse icon, browse to the file, select the file, and click Open.

- **Execute JavaScript** Runs the specified JavaScript after the movie stops playing. Click Script_Window and type the javascript to execute. To reuse a script from a file, copy the script onto the clipboard and paste it into the JavaScript window. Click the inverted arrow icon next to the Script_Window button to select the window in which to display the URL, then choose Current, New, Parent, or Top.

- **Open Another Project** Opens another project after the movie stops playing. Click the browse icon, browse to the project file (with the extension .swf, .rd, or .cptx), select the file, and click Open. Click the inverted arrow icon to select the window in which to display the file, then choose Current, New, Parent, or Top.

- **Send E-mail To** Sends an e-mail to the specified e-mail address after the movie stops playing. The default mail editor is used to send the message. Type the e-mail address in the adjacent box. Click the inverted arrow icon to select the window in which to display the file, then choose Current, New, Parent, or Top.

Fade Out On The Last Slide Select this option to have the last slide in the project fade out of view.

Edit default preferences for slides and objects

The changes that you make in the Preferences dialog box are applied to all the slides in the project.

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select Defaults from the Global menu.

3 In the Slide Duration field, change the default time for which slides are displayed in the movie.

4 Set a background color for the slides in the project using the Background Color menu.

5 To change the number of slides displayed when the 'Preview next *n* slides' option is used, change the value of the Preview Next *n* Slides field. The default value is 5.

6 Select an object from the Select menu, and do the following according to your requirements.

- Change the default time for which the selected object appears on the slide.
- Change the default style for the selected object.

7 To resize a text caption according to the amount of text available in it, select Autosize Captions. The text caption resizes automatically to accommodate all the text. If you do not choose this option, the extra data is hidden. Manually resize the text caption to display the hidden data.

8 To resize a button according to the amount of text available in it, select Autosize Buttons. The button resizes automatically to accommodate the extra data. If you do not choose this option, the extra data is hidden. Manually resize the button to display the hidden data.

9 If you want to set the time of the caption automatically in accordance with the amount of data in it, select Calculate Caption Timing. Adobe Captivate calculates the time that the viewer requires to read the text and applies it to the text caption.

Export and import project preferences

By exporting project preferences you can reuse your set of preferences across projects. Preferences can be saved and exported as CPR files. When the CPR file is imported into a project, the preferences mentioned in the CPR file are set in the Preferences dialog box.

1 Select File > Export > Preferences.

2 In the Save As dialog box, save your preferences as a CPR file.

3 Click Save.

When you want to import preferences into another project, select File > Import > Import Preferences. Open the file from the location where you saved the CPR file.

Set project background color

You can set the background color for the project. Whether the background color appears on all slides depends on the type of slide and how a screenshot is captured.

1 In an open project, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Category panel, select Defaults from the Global menu.

3 Click the box adjacent to the Background Color option, and do the following:

- To fill the background with a color, click a color.
- Adobe Captivate 5.5 users: To apply a gradient fill, click the gradient icon, and then choose the gradient options. For more information on gradient fills, see "Apply gradient fills (5.5)" on page 99.

4 Click OK.

Edit FMR files

You can edit the FMR SWF files inserted in Adobe Captivate slides to:

- Trim a portion of the file
- Merge multiple FMR files
- Split the file

Note: *Editing FMR SWFs created using other applications or other versions of Adobe Captivate can lead to unpredicable results.*

Trim FMR SWF files

1 Select the slide that contains the FMR SWF file.

2 In the FMR Edit Options area of the Property Inspector, select Trim in the Options list.

3 Specify the start and end markers by typing the required values for Trim From and To options.

4 Click Trim.

The portion of the SWF file between the specified start and end markers is removed from the file.

Insert SWF files in an FMR file

1 Select the slide that contains the FMR SWF file.

2 In the FMR Edit Options area of the Property Inspector, select Insert in the Options list.

3 Specify the insertion point by typing the time at which you want to insert another FMR SWF file. Click Snap To Playhead to snap the insertion point to the beginning of the file.

4 Click Insert.

5 Select a SWF file from the library (the Media folder) or click Browse to choose a file that is not stored in the library.

The selected file is inserted at the specified insertion point. This process can take some time depending on the size of the inserted file.

Split FMR SWF into two parts

1 Select the slide that contains the FMR SWF file.

2 In the FMR Edit Options area of the Property Inspector, select Split in the Options list.

3 Specify the point (in time duration) at which the file is to be split.

4 Click Split.

Note: *When an FMR SWF file is split, objects are not retained in the resultant split file. You have to insert the objects again into the resultant file.*

Merge FMR slides

1 In the Filmstrip, select the FMR slides that you want to merge. To select multiple slides, hold down the Shift key and then click the slides.

2 In the FMR Edit Options area of the Property Inspector, click Merge FMR Slides.

The resultant file is the one that appears first amongst the selected slides in the Filmstrip. However, other FMR slides that were selected for merging are retained and are not deleted.

Import the edited FMR SWF

You must save the edited FMR SWF file before importing it into the Adobe Captivate project using File > Save. The changes are reflected in the FMR file that in the library.

Note: *The edited files are imported as animated files into the project. If you have chosen to externalize animation files in the Preferences dialog box, such FMR SWF files are also externalized.*

1 Navigate to the slide where you want to insert the FMR file. You could alternatively create a blank slide for the FMR SWF file.

2 Select Insert > Animation.

3 In the Open dialog box, navigate to and select the FMR SWF file that you want to import.

4 Click Open.

Skins

Adobe Captivate is shipped with a default set of skins. You can create a customized skin by changing the various options in the Skin Editor and saving the changes as a theme. Skins in Adobe Captivate include the following elements: playback controls, border, and table of contents.

Playback controls

The playback controls, consisting of a playbar and a progress bar, allow users to control the movie when it is played. The playbar displays buttons that control the movement of a movie. The progress bar tracks progress through the movie, showing the location of the current slide.

You can change the appearance of playback controls using the Skin Editor (Project > Skin Editor). You can customize the following options for playback controls:

Show Playback Control Allows you to enable or disable the display of playback control options for users when the movie is played.

Playbar Overlay Allows you to place the playbar on top of the content. The playbare does not occupy any extra space. This option is useful if you want to keep the size of the movie as desired by the author.

Playbar Consists of buttons that control the movie when it is played. The Playbar menu lists the available skins for playbars in Adobe Captivate.

Position The position of the playbar with respect to the movie. You can place the playbar at any of the four sides of the movie.

Layout The alignment of the toolbar with respect to the movie. You can center the playbar controls, align them to left or right, or stretch them across the width of the movie.

Play/Pause Allows your users to pause and resume the project.

Rewind Replays the movie starting from the first slide.

Forward Moves the playhead to the next slide.

Closed Captioning Displays closed captions in your project. Use the Closed Captioning Settings dialog box to can change the appearance of text in the closed captions.

Back Enables users to go back to the previous slide.

Close Allows users to exit the project. This button is important for full-screen projects because it allows the user to close the window quickly.

Mute Allows users to turn off the audio.

Progressbar Allows users to see their progress as they move through the project. They can also move back and forth in the project by dragging the playhead on the progress bar.

Fast Forward Helps users to play the movie at twice or four times the normal speed.

Alpha Indicates the transparency of the background color of the playbar.

Playback Colors Indicates the colors used for various parts of the playbar. Click the boxes to change the colors.

No Tooltips At Runtime Allows you to disable tool-tips if you think they do not fit the style of your presentation.

Project border

You can specify the style, size, texture, and width of the border around your project using the Skin Editor dialog box.

Show Borders Allows you to enable or disable the borders for the movie. The buttons represent the sides of the project window to which you want to add borders. You can have borders on any combination of sides.

Style Determines the shape of the border edges. You can choose to have a border with sharp or rounded edges.

Texture Allows you to choosing an image for the texture of the borders. when you choose a texture, the color settings for the borders are overridden. To choose a specific color for your border, select None from the Texture list.

Width Displays the thickness of the project border.

Color Displays the color of the project border. You can use the color palette or use the eyedropper to select and copy a color on your screen.

HTML Background Color Displays the color for the background area around the project.

Custom Flash playback controls

You can create custom Flash playback controls for your project.

When creating custom SWF playback controls, follow these guidelines:

- Store the source FLA file of the skin in the following location: C:\Program Files\Adobe\Adobe Captivate 5\Templates\PlaybackFLA.
- Do not change the control names or symbols.
- The playbar must be present on the Stage with the instance name pbcBar_mc.
- The playbar must have the cpPlaybar identifier in the Library.
- The Export For ActionScript option must be selected for cpPlaybar in the Library.
- The actions at the action layer must not be changed.

- Store All Buttons must be stored at the Library root.
- Do not change the registration points. The registration point for every symbol is at the center (important for editing), except for the following symbols:
  - - icoProgress (upper-left)
  - - icoThumb (top-center)
  - - icoThumbBase (upper-left)
- Store the published SWF file of the skin in the following location:

  <*Installation Directory*> \Gallery\Widgets\Playbars; /Applications/Adobe Captivate 5/Gallery/Widgets/Playbars (on Mac OS). The Skin Editor picks the file from this location.

Flash button-naming conventions

Each SWF button contains three layers: a button, an icon, and an action layer.

The SWF filename consists of the following elements:

- Acronym for playback control ("pbc")
- Playback element identifier ("Btn" for button, "Bar" for bar, and so on)
- Name of the button ("play").

Previewing skins

You can preview the changes you've made to your project skin from the Skin Editor dialog box. Whenever you set the button colors, add or remove menus, or configure the positions of playbars, the preview reflects the changes immediately.

The skin preview displays the first slide of the project. It displays the background image (if present) or the slide color. No objects on the first slide are visible in the skin preview.

The skin preview is slow if it has a large background image. To overcome this performance issue, when configuring the skins, you can insert a blank slide and set it as the first slide. Then, open the Skin Editor dialog box and configure the skin changes. After making these changes, you can hide the first slide. The next slide that has the background image appears in the skin preview for final viewing.

More Help topics

"Table of contents (TOC)" on page 198

Save a customized skin

After you have customized the options in the Skin Editor, you can save your customized set of options as a theme. The theme is added to the Skin menu in the Skin Editor. The next time you want to use your customized skin for a project, select it from the menu.

1. Select Project > Skin Editor.
2. Customize the settings in the dialog box according to your preferences.
3. Click the save icon, and enter a name for your theme in the Save As dialog box. Click OK.

The new skin you saved is listed in the Skin list.

More Help topics

"Table of contents (TOC)" on page 198

Table of contents (TOC)

You can generate a table of contents (TOC) automatically for your Adobe Captivate project. The hierarchy of slides in the project is preserved in the TOC. Grouped slides are displayed as subentries under the group name. The name of the slides and the group are automatically added as in the project.

You can specify the position of the TOC with respect to the main slide during editing. At run time, clicking the various headings in the TOC displays the corresponding slides in the main panel.

You can configure the appearance of the TOC using the various available options. You can then save the TOC as a theme along with the other skin items like playback controls and borders.

The TOC entry corresponding to the slide displayed is highlighted in the TOC panel as the movie runs through the slides.

A check mark in the Status panel indicates the slides that the user has completed viewing. You can choose to configure the project for self-paced learners so that they can start viewing slides from where they left off earlier.

Create a table of contents (TOC)

1 Select Project > Table Of Contents.

2 Select Show TOC if you want to generate the TOC and display it in the project. The slide groups and slides are displayed in the same order as they appear in your project, along with their titles.

Organize a table of contents (TOC)

Grouped slides are classified according to their hierarchy in the project. The slides of a group appear under the group name in the TOC in the same order.

You can change the hierarchy and classification of the slides in the TOC. The reorganization affects only the TOC and not the order of the slides in the project. You can also choose to hide certain slide entries in the TOC. These entries are not displayed in the TOC when the project is played.

Depending on your preferences, you can reorganize the TOC using one or more of the following procedures:

- To move a slide to the next sublevel in the hierarchy, click Move TOC Entry Right.
- To move a slide to a previous level in the hierarchy, click Move TOC Entry Left.
- To move the slide entries up and down, click Move TOC Entry Up or Move TOC Entry Down.

  Note: *You can also move the TOC entries by dragging them to another location.*

- To create a group within the TOC, click Create Folder Rename the topic in the TOC, and organize slides under it. You can create up to five sublevels in the TOC menu.

  Note: *Grouping slides in the TOC does not group them in the project.*

- To remove a TOC entry, select the entry in the TOC, and click Delete TOC Entry .

  Note: *Hiding a TOC entry does not delete the slide from the project.*

- To hide the TOC entry for a slide when the project is played, deselect the option for that slide under the eye icon. The slide is not removed from the project.
- To discard your changes to the TOC, and display the default entries, click Reset TOC.

  When you reorganize a project after creating the TOC, the changes are not automatically reflected. Reset the TOC to view the changes. Any new slide added after creating the TOC is displayed as a hidden entry after you reset the TOC. Enable the TOC entry by selecting the check box under the eye icon.

Note: *If you do not want to preview changes to the skin when you change an option, click Settings, and in the TOC Settings dialog box, deselect the Auto Preview option.*

Customize the table of contents (TOC)

You can customize the following for the TOC:

- Appearance of the TOC.
- Position of the table of contents with relation to the main panel playing the movie. You can also choose to overlay the TOC on the main panel playing the movie or display the TOC as a separate panel during run time.
- Display the project information such as the details of the company or the person creating the project in the TOC panel.
- Display the status of the slides for users during run time. When the Status option is turned on, a check mark appears next to slides that the users have completed viewing.
- Allow users to start viewing the project from the slide at which they left off previously when they run the project again.

1 Select Project > Table Of Contents.

2 Click Settings. The TOC Settings dialog box appears.

3 Set the options for the following:

Style Select Overlay to overlay the TOC panel on the main movie panel. Ensure that the contents of the movie are not hidden when you choose this option. You can use background transparency to achieve optimum results for slides with overlay.

Select Separate to display the TOC panel separately from the main movie panel.

Position Left or right position for the TOC panel.

Background Background color of the TOC panel.

Default Background color of the TOC menu.

Active Background color of the active TOC entry during run time. During run time, the TOC entry corresponding to the slide displayed is highlighted in the TOC panel. This entry is called the active TOC entry.

Rollover Background color of the TOC entry when the user moves the pointer over the entry at run time.

Gradient Color gradient for rollover.

Heading Background color of the header and footer.

Outline Border color of the TOC menu.

Alpha Transparency of the background of the TOC menu.

Use the Transparency option to create visually striking TOC panels. You can define an optimum level of transparency for the background color of the TOC panel and menu.

Width The width of the TOC pane in pixels.

Font Settings The TOC entry level for which you want to specify the font style.

Font The font family and style for the level selected in the Font Settings list.

Display project information in the TOC panel

1 Select Project > Table of Contents.

2 Click Info. The TOC Information dialog box appears.

3 Enter the details of the author or company in the respective fields.

4 Click Project Information to use the information that you set in the Project Information menu of the Preferences dialog box. The information from the Preferences dialog box is added to the corresponding fields.

5 Click Clear Information to clear information that you have entered in the different fields.

6 Select Auto Preview to have the preview panel reflect a change as soon as you complete that change in a dialog box.

7 In the Photo section, click the browse icon to select an image to display on the panel. This image can be the logo of your organization, or a snapshot of a prominent slide in the project.

8 To change the character format for the project information fields: Click Font Settings to specify the font style for the project information.

   a Select the field from the Font Settings list.

   b Select a font family in the Font list and click on a style: regular, italics, or underlined.

   c Specify the size and the color for the characters.

Display the duration and status of the slides during run time

1 Select Project > Table Of Contents.

2 Click Settings. The TOC Settings dialog box appears.

3 In Runtime Options, select Show Duration to display the duration of the slides when the movie plays.

4 Select Status Flag to flag slides that have been viewed with a check mark.

   When the Status option is selected, a check mark appears next to slides that the users have completed viewing.

5 Select Clear Button to display the Clear Button to the user during run time. Clicking the Clear button removes all the status flags from the movie.

Enable search in the TOC

Adobe Captivate searches for content both within the slides and their labels. Question slides are searched only if you enable the option in the settings panel.

1 Select Project > Table Of Contents.

2 Click Settings. The TOC Settings dialog box appears.

3 Select Show Search to provide users with a search field in the TOC.

4 Select Search Quiz to allow users to search content in question slides.

Enable or disable navigation

When you disable navigation, users can't navigate on their own using the TOC.

1 Select Project > Table Of Contents.

2 Click Settings in the TOC panel.

3 Use the Enable Navigation toggle.

Enable or disable preview

The Preview panel shows how the TOC looks every time you make edits in the TOC Settings or the TOC Information dialog boxes. Previewing helps you explore various options before you arrive at one that best suits your requirements. If you have already decided on the settings for the TOC, you can disable this option in the corresponding dialog box.

1 Select Project > Table Of Contents.

2 Click Settings. The TOC Settings dialog box appears.

3 Deselect Auto Preview.

Allow users to resume sessions

In a self-paced learning scenario, you can set an option to allow users to resume viewing a project from where they left off earlier. The status flag is not reset after the project is closed. When the user plays the movie again, the project resumes playing from the first slide that is not flagged.

1 Select Project > Table Of Contents.

2 Click Settings in the TOC panel.

3 Select Self-Paced Learning.

Save the TOC settings as a part of the theme

Changes to the TOC settings, along with other skin settings such as playback controls and borders can be saved as a theme. The save themes then can be reused in other projects.

1 After you change the TOC panel and other options in the Skin dialog box, click the save icon.

2 Enter a unique name for the theme and click OK.

More Help topics

"Skins" on page 195

"Save a customized skin" on page 197

Preview projects

Previewing a project before and during the editing of a project helps you notice the changes that are required. This way, you can be sure of the final output before you publish it.

1 Open the Adobe Captivate project that you want to preview.

2 In the main toolbar, click the preview icon, and select one of the following options:

Play This Slide Plays only the current slide.

Project Plays the entire project.

From This Slide Plays the project from the currently displayed slide to the end.

Next 5 Slides Plays five slides starting with the current slide.

Note: *You can change the number from 5 to your desired number of slides using the Preferences dialog box.*

In Web Browser Opens and plays the project in your default web browser.

Device Central Opens the project within the display of a mobile phone of a mobile phone simulation software.

Combining multiple SWF files with aggregator

You can combine multiple projects published as SWF files using the Aggregator. You can publish the combined files in the Aggregator as SWF output, executable files (Windows and Mac), PDF, HTML, or Zip files. The Aggregator creates a table of contents (TOC) using the names of the separate modules (SWF files). TOCs of individual modules are displayed under their module name.

The Aggregator currently supports SWF files that are published using Adobe Captivate and that use the same ActionScript version.

Note: *You cannot add SWF files created in Flash to an Aggregator project.*

To ensure uniformity of TOC settings across a movie, you can set a SWF file as the master movie. The TOC settings of the master movie are applied to all the other movies in the Aggregator. Any changes made to the TOC settings by individual content creators can be undone using a master movie.

Create an aggregator project

1 Select File > New > Aggregator Project.

2 In the Aggregator dialog box, click Add Module.

3 In the Open dialog box, select the SWF file that you want to add to the Aggregator.

4 Repeat steps 2 and 3 to add more SWF files to the project.

- To set a SWF file as the master movie, select Set As Master Movie. The TOC settings of the SWF file are applied to the other files in the Aggregator. The project information of the master movie is applied to the Aggregator file.
- If you do not want to display the name of the SWF file in the movie, deselect Include Module Title.
- To change the position of a SWF file in the menu, select the name of the file. Use the Up and Down Arrow keys to relocate the movie to the desired location in the menu.
- To delete a movie from the list, select the movie, and click Remove .
- To override the project information set in the TOC of the master movie, click Info. In the TOC Info dialog box, select Override TOC Info, and change the settings. The TOC information is displayed above the TOC menu of the Aggregator in the published file. For more information, see "Display project information in the TOC panel" on page 200.
- To add a preloader screen to the project, click the browse icon in the Select Preloader area. Navigate to the image you want to use and click Open.

5 Click Save, and save the file as a .aggr file.

Publish the aggregator project

1 Open the aggregator project.

2 Click the publish icon.

3 In the Aggregator Publish dialog box, do the following:

a In the Format section, select SWF, Win Executable, or Mac Executable based on your requirements.

b In the Title field, specify a unique name for the published file.

c In the Folder field, enter the path to which the files are published. Alternatively, click Browse to specify the path. Select Publish Files To Folder if you want Adobe Captivate to create a default folder into which the files are published.

4 In the Publish Options section, select one or more options based on the publishing format you have chosen.

- Select Zip Files if you want to publish the files as a single ZIP file. This option is especially useful when you want to create a single ZIP file that can be uploaded to a learning management system (LMS) directly.
- Select Export HTML if you want to insert the SWF into an HTML file and publish it.
- Select Export PDF if you want to insert the SWF file into a PDF file and publish it.
- Full Screen if you want the movie to be displayed in full screen of the users' monitors.

5 If you have chosen Win Executable as the publish format, click the browse icon in the Custom Icon field to assign an icon to the published EXE file.

6 Click Publish.

Resize projects

You can resize Adobe Captivate projects, even after you have recorded them. Resizing can save you from having to rerecord an entire project. For example, suppose you record your project at a width of 640 and height of 480, but then decided you need a slightly smaller or larger size.

Resizing a project cannot be "undone" with a toolbar button or key combination such as Control+Z.

Resizing a project numerous times can result in quality deterioration. As far as possible, try to resize a project only once.

Resize a project

1 In an open project, select Modify > Rescale Project.

2 Under Size, enter an exact custom size in pixels in the Width and Height text boxes (minimum size 100 x 100). Alternatively, enter a percentage for width and height, with the current size being 100%. (For example, to make the project slightly bigger, enter 110%; to make the project much smaller, enter 50%.) You can also select the Preset Size option and choose a commonly used size, such as 640 x 480, from the pop-up menu.

If you want, select the Maintain Aspect Ratio option, which maintains the height and width proportions when the image is resized. This option ensures that the image is displayed accurately and is not distorted.

3 If you want to choose from a standard set of sizes, select Preset Size, and choose from the options.

4 You have different options depending on whether the new size you specified is larger or smaller than the original size.

Rescale Project To Fit New Size This option resizes the entire project to the new larger size you specified. To also rescale any objects in the project, select the Rescale Captions, Highlight Boxes, And Other Objects option.

Keep Project The Same Size And Fill Background With Color This option keeps the project the same size, but creates a project background at the size that you specified earlier. For example, if your original project is 550 x 400 pixels and you set the new size to 640 x 480, this option keeps the project at 550 x 400 and creates extra space around the project of 90 x 80. You can select any background color and choose a position for the project on the background, such as center or upper right.

Rescale Project To Fit New Size This option resizes and resamples the project to provide a good quality project. To also rescale any objects in the project, select the Rescale Captions, Highlight Boxes, And Other Objects option.

Rescale Captions, Highlight Boxes, And Other Objects Select this option to have Adobe Captivate automatically rescale all objects in your project such as captions, highlight boxes, click boxes, and text entry boxes to the new, smaller size.

Crop Crops the project to the new size. If you select the Crop option, click Next to open the Crop Area dialog box where you can define a crop area. To define the crop area, hold down the left mouse button and drag the Crop window (area with green border).

- **Arrows** Move backward or forward one slide at a time through the project.
- **Slide** Lists all the slides in the project. Click the drop-down arrow to select an individual slide.
- **Apply To All Slides** Applies the crop area you defined to all slides in the project.

5 Click Finish.

Note: *Resize buttons before resizing the project. Resizing a project does not resize the buttons automatically.*

View project dimensions

❖ In an open project, select Modify > Rescale Project. The dimensions of the project are mentioned in the Original Project Size section of the Rescale dialog box.

Spelling and search

Check spelling

You can check spelling in most places where text occurs in your projects, including captions, slide notes, slide names, text animations, and quizzes.

Before checking spelling, set the options for spelling checking.

1 Open an Adobe Captivate project.

2 Select Project > Check Spelling. Alternatively, you can press F7.

3 When Adobe Captivate encounters an unrecognized word, the word appears in the Not In Dictionary text box. Select the appropriate options based on how you want the discrepancy handled:

Ignore Once Ignores this instance of the unrecognized word.

Ignore All Ignores all instances of the unrecognized word.

Add To Dictionary Adds the unrecognized word to your personal dictionary. The personal dictionary added.txt can be found on your computer at the following locations:

- On Windows: \\Documents and Settings\<user name>\Local Settings\Application Data\Adobe\Linguistics\Dictionaries\Adobe Custom Dictionary\<spelling language>
- On Mac: <boot>\Users\<user>\Library\Application Support\Adobe\Linguistics\Adobe Custom Dicitonary\<spelling language>

You can add words or remove them from the personal dictionary by opening the added.txt file in Notepad, making the changes, and saving the file. Words added in this file are not marked incorrect during a spell check by Adobe Captivate.

Delete Removes the unrecognized word.

Change Replaces this instance of the unrecognized word with text that you type in the Not In Dictionary text box or with the text that is selected in the Suggestions list.

Change All Replaces all instances of the unrecognized word in the same manner.

4 (Optional) The default dictionary used to check spelling is English. To change the language, click the pop-up menu in Main Dictionary Language and select a new language.

5 (Optional) If you want to change how spelling is checked, click Options.

6 When you finish, click Close.

Set spelling check options

Adobe Captivate lets you check spelling in most places where text occurs in your projects, including captions, slide notes, slide names, text animations, and quizzes. Before using the spelling checking feature, review the spelling check options and change them if necessary.

1 Open the project and select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Preferences dialog box, select General Settings from the Global menu.

3 Click Spelling Preferences.

4 In the Spelling Options dialog box, set the following options:

Ignore Capitalized Words Omits any words from the spelling check that begin with a capital letter such as "Adobe." Consider this option if your text contains many proper nouns.

Ignore All-Caps Words Omits any words from the spelling check composed of all uppercase letters such as "MIDI." Consider this option if your text contains many acronyms.

Ignore Words With Numbers Omits any words from the spelling check that contain digits such as Q2. Consider this option if your text contains many symbols or code with numbers.

Ignore Mixed Case Words Omits any words from the spelling check composed of uppercase and lowercase letters such as "ActionScript."

Ignore Domain Names Omits any words from the spelling check that appear to be Internet domain names such as www.adobe.com.

Report Doubled Words Notifies you during the spelling check of any words that appear twice in a row such as "the the."

Case Sensitive Analyzes capitalized and lowercase versions of words separately. For example, "chicago" and "Chicago" would each be checked and the lowercase spelling would be identified as a misspelled word.

Suggest Split Words Provides two-word suggestions for any misspelled word that appears to be two joined words such as suggesting "press the" for "pressthe."

Main Dictionary Language Specifies the dictionary language used during the spelling check. The default dictionary is English. To change the language, select the new language from the list.

5 When you finish, click OK.

Change dictionary

By default, the spelling checker uses the English (United States) dictionary. You can change to any dictionary installed on your computer at any time.

1 Open the project and select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 In the Category Panel, select Global.

3 Click Spelling Preferences.

4 In the Spelling Options dialog box, select the dictionary you want to use in the Main Dictionary Language list. All dictionaries installed on your computer are listed.

5 Click OK.

Search slides and replace content

You can use the numerous options available in the Adobe Captivate Find feature to search for information on your slides. Besides text, you can locate different kinds of objects, such as text animation or a rollover image.

1 Select Edit > Find And Replace.

The Find And Replace panel appears.

2 Select the object to be searched from the Search In list. The type selection determines which fields are enabled on the panel.

3 To narrow down the search, select the style associated with the object in the Style list.

4 In the Find field, enter the text or object to search for.

Note: *The Find field is enabled for All Controls, Text Entry, Button, and Text Animation searches only.*

5 (Optional) In the Replace field, enter the text that replaces the search string.

Note: *The Replace option is enabled for All Controls, Text Entry, Button, and Text Animation searches only.*

6 Select any of the following options:

Whole Word Skip variations of the text. For example, find special, but not specialist.

Match Case For example, find Chair, but not chair.

Quiz Slides Include quiz slides in the search.

Hidden Items Include hidden slides or controls in the search.

Locked Items Include locked slides or controls in the search.

7 Click any of the following buttons:

Find Next The focus moves to the next occurrence of the text or object.

Find All The search result lists all instances of the text or object.

Replace The selected found text is replaced with the text in the Replace field.

Replace All All instances of the text in the Find field are replaced with the text in the Replace field.

Important: *Use Replace All only when you are sure that the other words in the project are not affected adversely. For example, if you choose to replace all instances of "to" with "too," the word "together," after the replace operation, is converted to "toogether."*

Link Adobe Captivate projects

You can interlink Adobe Captivate projects or link them to other files when using the following features:

- Interactive objects: text entry boxes, click boxes, and buttons
- Question slides
- Slide navigation
- Project action

Make sure all the linked projects or files are in the same folder before you use the procedure to link them.

Link Adobe Captivate projects to other projects

1. Open the project that must be linked with another project.
2. Determine the trigger for opening the other project. For example, the project is to be opened when slide 14 begins. Or, the project is to be opened when user clicks the button on slide 24.
   - If the trigger is based on events related to a slide, click the slide in the Filmstrip and deselect all the objects on the slide.
   - If the trigger is based on objects, select the object.
3. In the Property Inspector, select one of the following options in On Success, Last Attempt, On Enter, or On Exit lists based on the option you chose in step 2:
   - Open URL Or File
   - Open Other Project
4. Click the browse icon, and use the Open dialog box to link to the file or project.
5. Delete the system path, if any, to make sure that only the filename is displayed in the URL or Project field.

Link Adobe Captivate projects using question slides

1. Open the project to be linked and select Quiz > Question Slide.
2. In the Property Inspector, select Graded as the Type in the General area.
3. In the Action area, select one of the following options in the On Success or Last Attempt fields based on your requirement:
   - Open URL Or File
   - Open Other Project
4. Click the browse icon, and use the Open dialog box to link to the file or project.
5. Delete the system path, if any, to make sure that only the filename is displayed in the URL or Project field.

Creating accessible projects

Accessibility and Adobe Captivate

You can create output that is compliant with Section 508 for users who have visual or hearing impairments, mobility impairments, or other types of disabilities. You can also take steps at the design level to remove obstacles for people with disabilities viewing your Adobe Captivate projects.

These solutions support government agencies in meeting their users' needs through Section 508 compliance, as well as companies who are committed to improving accessibility.

Worldwide accessibility standards

Many countries, including the United States, Australia, Canada, Japan, and countries in the European Union, have adopted accessibility standards based on those developed by the World Wide Web Consortium (W3C). W3C publishes the Web Content Accessibility Guidelines, a document that prioritizes actions designers should take to make web content accessible. For information about the Web Accessibility Initiative, see the W3C website at www.w3.org/WAI.

In the United States, the law that governs accessibility is commonly known as Section 508, which is an amendment to the U.S. Rehabilitation Act. Section 508 prohibits federal agencies from buying, developing, maintaining, or using electronic technology that is not accessible to those with disabilities. In addition to mandating standards, Section 508 allows government employees and the public to sue agencies in federal court for noncompliance.

For additional information about Section 508, see the following websites:

What is Section 508- compliance?

Section 508 is part of the Rehabilitation Act of 1973 requiring that federal agencies develop, maintain, acquire, or use electronic and information technology to make the systems accessible to people with disabilities. The most recent (1998) version of Section 508 establishes enforceable, government-wide standards.

What does accessible mean?

In general, an information technology system is accessible for people with disabilities if it can be used in various ways that do not depend on a single sense or ability. For example, users should be able to navigate with a keyboard, in addition to a mouse (not with a mouse only). Also, the visual and auditory elements of a user interface must accommodate both hearing-impaired and visually impaired users.

What other types of assistive software do end users need?

Screen readers or text-to-speech utilities (which read the contents of the active window, menu options, or text you have typed) and screen review aids translate onscreen text to speech or to a dynamic, refreshable, Braille display. This assistive technology can provide keyboard assistance or shortcuts, captions for speech and sound, and visual warnings such as flashing toolbars. Tools available include Windows Eye and JAWS.

What does Adobe Captivate do to be Section 508 compliant?

Selecting the 508 Compliance option makes certain elements in Adobe Captivate projects accessible or open to accessibility technology. For example, if you select the 508 Compliance and you have filled in the project name and project description text boxes in Project preferences, a screen reader will read the name and description when the Adobe Captivate SWF file is played.

The following Adobe Captivate elements are accessible when the 508 Compliance option is selected:

- Project name (derived from Project Properties)
- Project description (derived from Project Properties)
- Slide accessibility text
- Slide label (derived from Slide Properties)
- Buttons
- Playback controls (The function of each button is read by screen readers)
- Password protection (If an Adobe Captivate SWF file is password protected, the prompt for a password is read by screen readers)
- Question slides (Title, question, answers, button text, and scoring report are read by screen readers)

Output generated with the Section 508 option is displayed by all supported browsers. However, your output may not be Section 508-compliant unless it is viewed with Internet Explorer. Internet Explorer is the only browser with support for MSAA (Microsoft Active Accessibility).

To access Flash files using a screen reader, users must have Flash Player 9 or later installed.

The Access Board is an independent federal agency committed to accessibility for people with disabilities. For more information about making your output compliant, see the Access Board website (www.access-board.gov/508.htm).

Adobe Captivate accessibility web page

For the latest information on creating and viewing accessible Adobe Captivate content, visit the Adobe Captivate Accessibility Overview page on the Adobe website at www.adobe.com/go/learn_cp_accessibility_en.

Creating accessible content

Create 508-compliant projects

Create an Adobe Captivate project using the Section 508 option to view and test the output. Generating the Adobe Captivate project updates source files containing information about your project and creates output files that you can publish for users. Read the tips for authoring and use the following procedure.

1. In an open project that you want to publish as 508-compliant, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Category panel, expand Project, and select Publish Settings.
3. Select Enable Accessibility in the Project panel.

Tips for creating 508-compliant Adobe Captivate SWF files

While Adobe Captivate Section 508 output is compliant for navigation, make sure that other elements are also compliant in your project. Assistive software must be able to “read” elements on the screen to visually impaired users. Use these tips to design accessible projects.

- In the Project preferences, write a meaningful name and description for your Adobe Captivate projects.
- For users with hearing impairment, add text equivalents for audio elements. For example, when delivering narrative audio, it is important to provide captions at the same time. One option is to place a transparent caption in a fixed location on slides, then synchronize the text with the audio using the Timeline.

- If your project contains visual multimedia, provide information about the multimedia for users with visual impairment. If a name and description are given for visual elements, Adobe Captivate can send the information to the user through the screen reader. Make sure that audio in your Adobe Captivate projects does not prevent users from hearing the screen reader.
- Supply text for individual slides that screen readers can read.
- Ensure that color is not the only means of conveying information. For example, if you use blue to indicate active links, also use bold, italics, underlining, or some other visual clue. In addition, make sure that foreground and background contrast sufficiently to make text readable by people with low vision or color blindness.
- For users with either visual or mobility impairment, ensure that controls are device independent or accessible by keyboard.
- Users with cognitive impairments often respond best to uncluttered design that is easily navigable.
- If mouse movement is critical in your Adobe Captivate project, consider making the pointer twice its normal size for easier viewing.
- Document methods of accessibility for users.
- Avoid looping objects. When a screen reader encounters content meant for Flash Player, the screen reader notifies the user with audio, such as "Loading….load done." As content in a project changes, Flash Player sends an event to the screen reader notifying it of a change. In response, the screen reader returns to the top of the page and begins reading again. Therefore, a looping text animation on a slide, for example, can cause the screen reader to continually return to the top of the page.
- If you are creating click boxes, you can make them more accessible by adding sound. The sound can play when users tab to the click box or hover over it. To add this accessibility feature, attach a sound file to the hint caption. (If you do not want the hint caption to appear on the slide, you can make the caption transparent and add no text.)
- Accessibility in Adobe Captivate demos works better when all the slides have interactive content. If you are using JAWS 6.1 or later, be aware that JAWS sometimes does not clear the Microsoft Active Accessibility (MSAA) tree. As a result, the content of previous slides can replay when slides are continuous. This problem does not occur in JAWS 4.5.

More Help topics

"Learning management system (LMS)" on page 240

Add accessibility text to slides

A screen reader can read aloud text that appears on the computer screen. Screen readers are useful for people with visual impairment. In Adobe Captivate, you can write text describing each slide for screen readers to read aloud.

1. Open the slide to which you want to add accessible text.
2. In the Property Inspector, click Accessibility.
3. Type the text that you want the screen reader to read aloud.
4. To use the slide notes (Text-to-speech and closed captioning included), click Import Slide Notes.

Customize accessibility text for objects

You can add accessible text to individual objects on a slide. When the object appears in the movie, the screen reader reads that text aloud. If you do not specify accessible text for an object, the screen reader reads the default text. For example, if the object is an image, it reads *Graphics Image*. This default text is generally not sufficiently descriptive to help a visually impaired user. Also, objects other than text captions and text entry boxes do not contain any text. Accessible text for such objects can help users understand their purpose in the movie.

1. Select the object whose accessibility text you want to customize.
2. In the Property Inspector, click Accessibility.
3. Deselect Auto Label. When Auto Label is selected, the text in the object is read aloud by the screen reader.
4. In the Item Accessibility dialog box, do the following:

   Accessibility Name Enter the accessibility name. For a text caption, you can enter "This text is in a caption," for example.

   Accessibility Description Add a description to clarify information for the person using the screen reader. For example, consider the text caption "Select File > Edit Image." You can change the text to "From the File menu, select the Edit Image command. This command is available only when an image is selected on the slide."

Testing accessible content

Tips for testing

If you are designing your Adobe Captivate project to work with screen readers, download several screen readers. Then test your project by playing it in a browser with the screen reader enabled. Make sure that the screen reader is not attempting to "talk over" places in your project where you have inserted separate audio. Several screen reader applications provide a demonstration version of the software as a free download. Try as many as you can to ensure compatibility across screen readers.

If you are creating interactive content, test it and verify that users can navigate your content effectively using only the keyboard. This requirement can be especially challenging, because different screen readers work in different ways when processing input from the keyboard. For this reason, your Adobe Captivate content might not receive keystrokes as you intended. Make sure to test all keyboard shortcuts.

About screen reader technology

Screen readers are programs designed to navigate through a website and read the web content aloud. Visually impaired users often rely on this technology.

JAWS®, or Job Access with Speech, from Freedom Scientific, is one example of a screen reader. You can access the JAWS page of the Freedom Scientific website at www.hj.com/fs_products/software_jaws.asp. Another commonly used screen reader is Window-Eyes®, from GW Micro®. To access the latest information on Window-Eyes, visit the GW Micro website at www.gwmicro.com. For Windows users, Microsoft provides a free, downloadable product called Microsoft Reader that contains a text-to-speech component. For more information, visit the Microsoft website at www.microsoft.com.

Because different screen readers use varying methods to translate information into speech, the way your content is presented to users can vary. As you design accessible projects, keep in mind that you have no control over how a screen reader behaves. You have control only over the content, not the screen readers. You cannot force screen readers to read specific text at specific times or control the manner in which that content is read. It is important to test your projects with various screen readers to ensure that they perform as you expect.

Localizing Adobe Captivate projects

Localization is the process of adapting information for use in a specific country. The term localization is often used as a synonym for translation. However, localization also entails editing information for a particular cultural context.

Using Adobe Captivate with a localized user interface

If you are creating Adobe Captivate projects that show a website or application that has been created in several languages, you can create localized projects for each language.

To create localized Adobe Captivate projects:

1. Create an Adobe Captivate project in your source language using a source language version of the website or application. For example, if you created your application in English, you can produce an English-language Adobe Captivate project that shows the English application.
2. Export any captions in the project and translate the caption text into the languages you require. Continuing the example from step 1, you can take the English-language captions in the English project, export them, and give the text to localizers so they can translate it into other languages such as German and Japanese.
3. Open the website or application in the localized forms and record the same steps that were recorded in the source language version of the project. When you record the projects, do not automatically include objects. In this example, you record Adobe Captivate projects (using the same steps in the English project) of the application after the localizers have translated the application user interface into German and Japanese.
4. Import all objects from the source language version of the project. In this example, you import all objects from the English version of the project into the German and Japanese projects.
5. Import the localized captions created by translators in step 2. In this example, you open the German and Japanese projects and import the Microsoft Word file of the captions that have been translated.
6. Test the localized versions of the project. In this example, open the German and Japanese projects and ensure that the correct user interface is shown, that captions are properly translated and appear on the correct slide, and that timing is accurate. If necessary, adjust the timing or resize the captions so that Adobe Captivate displays all the translated text correctly.

Localize text captions

If you are localizing a project that contains text captions and closed captions, you can export text captions to make the process more efficient.

1. Create the initial (“source language”) version of the project, including all necessary text captions.
2. Open the completed project.
3. Select File > Export > Project Captions And Closed Captions.
4. By default, the Word (DOC) file is saved to your My Documents\My Adobe Captivate Projects folder. You can change the location if you want. If the project file was saved, the location of the default Word file, named [ProjectName] Captions.doc, is in the same directory as the one in which the project has been saved. You can change the name of the file, if necessary, by clicking directly in the File Name text box and entering a new name. (Retain the.doc filename extension.) Click Save.
5. The Word file is generated with the name you specified and saved to the location you selected. A dialog box appears, asking if you want to view the document. Click Yes to view the document in Word.

6 The Word document contains the slide ID, item ID, original caption text, and slide number. There is also a column named "Updated Text Caption Data" where you can change the caption text. Provide a copy of the Word document to the localizer/translator.

7 The localizer/translator opens the Word document and edits the caption text directly in the "Updated Text Caption Data" column, replacing the source language text.

8 While the localizer/translator is translating the text, make a copy of the original Adobe Captivate project for the new language.

Note: *When you create a copy of the original project, keep the original text captions and closed captions (in the source language) in the new project. The original captions act as placeholders and are overwritten when you import the new (localized) text captions and closed captions.*

9 When the text captions are localized, open the copy of the project you created.

10 Select File > Import > Project Captions And Closed Captions.

Note: *The Import Project Captions And Closed Captions option is enabled only after you export the captions. You can import only those edited caption files that you originally exported from the same project.*

11 Navigate to the localized text captions Word (DOC) file, select the file, and click Open.

12 The localized text captions and closed captions are imported into the project and all formatting is retained. A dialog box appears showing a successful import message. Click OK.

Test the new text captions by opening different slides in Edit view and reading the new caption text.

Import, export, and delete content

Export project content to XML

An Adobe Captivate project file can have the following types of content:

Static content Examples include images (bitmaps, buttons, backgrounds), audio, FLV files, and videos (SWF files). To customize static content for different languages, create new files with translated content.

Dynamic content or localizable content Examples include text captions, button text, and slide notes, which can be localized in different languages.

When you export the dynamic content of an Adobe Captivate project to an XML file, you can edit and translate content in the objects using the XML file. You can edit and translate many objects, including project properties, the Menu Manager slides and slide information, and so on. You can export audio items only for closed captions.

After exporting project content to XML, you can import it into any other Adobe Captivate project.

1 Open an Adobe Captivate project and save it with a new filename for a new language.

2 Select File > Export > To XML.

3 In the Save As dialog box, enter a filename for the new XML file.

4 Make a note of the default directory where you save the file. You can navigate to a different location if desired.

5 Click Save.

Relevant objects in the project are converted into XML format. A dialog box appears, confirming that the XML export was successful. Choose whether you want to view the XML file. If you click Yes, the XML file opens in your default XML viewer.

6 Open the XML file, and translate all terms specified in the <source> </source> tags inside the <trans-unit> </trans-unit> tags.

For RTF data (such as text captions), the actual translatable text is present within <g> </g> tags. To change the text to a different language, change the font-family field in css-style attribute, and add the corresponding character set.

Instead of exporting a project to XML, you can publish the project you want to edit and localize. You can then send the content in the XML format to an e-mail address. The XML file is sent as an attachment to the e-mail address. You can also compress the XML file and send it by e-mail.

Ensure that the Adobe Captivate project file is edited before exporting the XML file.

Note: *The Info, Blabber, and Skin tool tips are not exported to XML because such information is stored in Flash Authoring Files. After localization, separately create Info, Playbars, and Skin tool tips for the relevant localized version of the Adobe Captivate project.*

Import project content to XML

Note: *After translating the content of the XML file to the required language, import the updated XML file into Adobe Captivate. The project content then appears in the required localized language.*

If you want to rerecord the project, ensure that you do so before importing the XML file.

1 In an open project, select File > Import > From XML.

2 In the Open box, enter the filename of the XML file or navigate to the XML file.

3 Click Open.

The XML content is imported into the Adobe Captivate project. A dialog box appears, confirming that the XML import was successful.

4 Click OK.

Note: *If the XML file was sent to you by e-mail, open the e-mail message and save the XML file in the required directory. Translate its contents to the required language.*

Import and export project preferences

You can export preferences set in one Adobe Captivate project and import them into other Adobe Captivate projects. Preferences are exported as an XML file with a .cpr extension. When this file is imported into another Adobe Captivate project, the preferences defined in the file are set.

Note: *All preferences in your current project are modified according to those set in the preferences file.*

Export project preferences

1 Select File > Export > Preferences.

2 In the File Name field, type a name for the CPR file.

3 Click Save.

Import project preferences

1 Select File > Import > Preferences.

2 Select the CPR file that contains the preferences you want to import.

3 Click Open.

Delete projects or templates

You can delete Adobe Captivate projects (CPTX files) or templates (CPTL) at any time. When you create Adobe Captivate projects and templates, they are saved, by default, to the following locations:

- Projects are saved in \My Documents\My Adobe Captivate Projects. If you are using Windows® Vista®, the path is \Users\<Current User>\Documents\My Adobe Captivate Projects.
- Templates are saved in \My Documents\My Adobe Captivate Projects\Templates. If you are using Windows Vista, the path is \Users\<Current User>\Documents\My Adobe Captivate Projects\Templates.

To delete projects or templates, perform the following steps.

1 Open Windows Explorer.

2 Navigate to the location of the Adobe Captivate project or template (see the default locations listed previously).

3 Right-click (Windows) or Control-click (Mac OS) the project or template and select Delete.

Using the AIR Review application

Creating reviews for Adobe Captivate projects

After creating and editing an Adobe Captivate project, the author can publish the project for review on one of the following:

- An internal server
- Acrobat.com

The project is published as a CREV file, a custom SWF file that is used for review.

Reviewers can review the CREV file by opening it in Adobe Captivate Reviewer, an AIR application. The installer for the application, AdobeCaptivateReviewer.air, is present in the location where you installed Adobe Captivate. You can also download it from the Adobe website: www.adobe.com/go/cp5_reviewerapp.

If you choose an internal server for the review process, you can send the AIR application along with the e-mail notification for review. If you choose Acrobat.com for the review process, the reviewers have to install the AIR application from the URL included in the default e-mail message.

Note: *Reviewers can install Adobe Captivate Reviewer without installing Adobe Captivate on their computers. However, they need to install Adobe AIR before installing the application. Adobe AIR can be downloaded for free from the Adobe website http://get.adobe.com/air/. Installing the AIR application is a one-time effort.*

In a shared review where the author and the reviewers are on a common network, each of them can view comments posted by the other. The author, in addition, can accept, reject, or ask for feedback for the comments posted by the reviewers.

Reviewers who are not a part of the shared network can export their comments to an XML file and send it to the author. The author can import the XML file into the project, and view comments in the timeline of the slides where the reviewers posted them.

During the review cycle, the author and reviewers can view the latest comments posted by refreshing the contents of the application.

Sending projects for reviews

Sharing projects for review on an internal server

1 Select File > Collaborate > Send for Shared Review.

2 In the Send for Shared Review dialog box, type a name for the review file (CREV file) and then select Automatically Collect Comments From My Own Internal Server.

3 Click Next.

4 Use the following options to create the CREV file:

Publish Folder The location where the CREV file is published. Click Browse if you want to specify a different location for the generated files.

Project Comments Folder Select this option and choose a shared folder, either on your computer or on the network, for storing the comments. Ensure that you provide write permissions to the folder. The path to the shared location must begin with a double backslash (\\) on Windows. On Mac, prefix the path with smb://.

If reviewers do not have access to a shared folder, you can choose not to specify a location for the comments. In this case, you can ask the reviewers to export their comments to an XML file and send the file to you.

When there is no shared network, you can choose not to specify a location. The reviewer must export the comments and send them to you. When you import the contents of the XML file, the comments are embedded in your project.

5 Select Send Mail, and do the following:

- Select Attach Review (.CREV) File if you want to send the CREV file as an attachment along with the mail. Use this option when the size of the CREV file is small enough to be sent by e-mail. E-mail filters are usually configured to block e-mails that are larger than a specified size.
- Select Attach Adobe Captivate Reviewer if you want to send the AIR installer as an attachment. Use this option the first time you send a CREV file to a reviewer.

6 Click Email. A draft of the e-mail appears.

7 Customize the body of the draft if you want to provide additional instructions to reviewers.

8 Enter e-mail addresses of reviewers in the To and Cc fields, and click Send.

Important: *Best practice is not to edit the Adobe Captivate project during the review. If the project changes during the review, the posted comments might not appear at the intended locations. If you must edit the project, ask the reviewers to stop their work. Then start a fresh review after editing the project.*

Share the project on Acrobat.com for review

1 Open the project that you want to share for review.

2 Select File > Collaborate > Send For Shared Review.

3 In the Send for Shared Review dialog box, type a name for the review file (CREV file) and then select Automatically Download and Track Comments From Acrobat.com.

4 Click Next.

5 Provide your Adobe ID and password. If you do not have an Adobe ID, create it using the link provided at the top of the dialog box.

6 Click Sign In. A draft of the e-mail notifications to be sent to the reviewers appears.

7 Customize the body of the draft if you want to provide additional instructions to reviewers.

8 Enter e-mail addresses of reviewers in the To and Cc fields, and click Send.

Set default project comments folder

You can set your preference for the Project Comments Folder in the Preferences dialog box. When you create new projects, this location is used when you publish a project for review on an internal server.

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

2 Select General Settings from the Global menu.

3 Specify a location for the project comments folder in the Comments At field.

Reviewing Adobe Captivate projects

Ensure that you complete the following procedures before you review a project using the CREV file:

- Install Adobe AIR on your computer. Adobe AIR can be downloaded for free from the Adobe website http://get.adobe.com/air/.
- Install the Adobe Captivate Reviewer application on your computer. The installer is provided to you by the author of the Adobe Captivate project. If you have Adobe Captivate installed on your computer, you can locate the installer, AdobeCaptivateReviewer.air, at the location where you installed Adobe Captivate.

Install Adobe Captivate Reviewer

1 Double-click the AdobeCaptivateReviewer.air installer .

2 Click Install.

3 (Optional) Customize your installation preferences, and specify a location on your computer where to install the Adobe Captivate Reviewer.

Open the CREV file using Adobe Captivate Reviewer

1 Download the CREV file onto your computer. Based on the review mode chosen by the author, the CREV file is made available on the internal server or on Acrobat.com. Typically, in both these cases, you receive an automated email indicating the availability of the file for review.

2 Do one of the following:

- Double-click the CREV file .
- Open Adobe Captivate Reviewer.

3 Based on how the CREV file is shared by the author, the following prompts appear:

- Adobe ID and password, if the CREV file is shared on Acrobat.com.
- User details, if the CREV file is shared on an internal server. Provide your name and email address. These details are used in your comments and helps authors to associate your name with your comments.

4 Click Load Captivate Movie, and open the CREV file from your computer.

If the author has not specified a location for storing comments, a dialog box appears indicating that the comments have to be exported manually. Click OK.

Add comments to the SWF file

1 Click Play . The seek slider starts moving through the movie.

2 Click Add Comment at the point where you want to add your comment.

3 Add your comment in the Add Comment window.

4 Click Add to add the comment. A marker, indicated by a white dot, is added at this location in the commenting bar and the movie continues to play.

5 Repeat steps 2, 3, and 4 to add more comments.

6 Click Save Comments .

- If the CREV file is hosted on Acrobat.com, the comments are automatically published to Acrobat.com. your comments.
- If the CREV file is hosted on an internal server with a shared network folder, the comments are automatically published to this folder. If a folder is not shared on the network, export the comments into an XML file and send it to the author. For more information on exporting comments, see "Export comments to an XML file" on page 218.

Edit comments in the SWF file

Comments added to the project are indicated as markers (white dots) at the specific location in the seek bar. To locate the comment that you want to edit, move your pointer over the markers. The comment added at a location is displayed when the pointer moves over it.

1 Click the marker on the seek bar whose comment you want to edit or delete. The comment is displayed in a pop-up window.

Comment marker on seek bar

2 Edit the comment.

Note: *If others have replied to a comment, only the latest comment in the comment thread can be edited.*

Import comments from an XML file

Authors and reviewers can import comments from XML files sent to them. Comments imported from XML files appear at the same location in the Timeline if the author has not edited the file during the review process.

1 Click Import Comments .

2 Browse to the location of the XML file.

3 Click Open.

Authors can alternatively import comments from XML files using the Comments panel in Adobe Captivate.

Export comments to an XML file

Reviewers can export comments to an XML file and send it to the author. The author can import the XML file, provide feedback, export the file, and send it to the reviewers.

1 Click Export Comments.

2 In the Browse For Folder dialog box, select the folder where you want to save the XML file, and click OK.

Authors can alternatively export comments to XML files using the Comments panel in Adobe Captivate.

View or sort comments in the AIR application

The author and reviewers can view and sort comments using the AIR application.

Do one of the following:

- To view all comments added to the file, click Show All Comments.
- To sort comments by reviewer name, click Filter Comments. In the Reviewers pop-up menu, select names of the reviewers to view comments posted by those reviewers.

View or sort comments in the Adobe Captivate project

Authors can view and sort comments in the Adobe Captivate project as well as the AIR application. Some of the options available for sorting are available only when the author uses Adobe Captivate to review the project.

1. To view comments added to the file, select Window > Comments. The Comments panel appears. Comments posted by reviewers are displayed in the panel.
2. In the View By menu, select one of the following options:
   a. Select Creation Time to sort comments chronologically.
   b. Select Reviewer to sort comments by the reviewers' name.
   c. Select Status to sort comments according to their status (New, Accepted, or Rejected.)

View the latest comments

- To view the latest comments posted by reviewers, click Refresh Comments.

Provide feedback on comments by reviewers

The author can accept, reject, or reply to comments posted by reviewers. Reviewers can view feedback posted by the author when they refresh the contents of their application. In the Filmstrip, a comment icon appears below the slides that contain comments.

Comments are also visible on the timeline of individual slides. Authors can use Preview > Play This Slide to view the exact location of comments.

1. Open the project sent for review in Adobe Captivate.
2. Select Window > Comments. The Comments panel appears. Comments posted by reviewers are displayed in the panel.
3. Select one or more comments for which you want to provide feedback, and do one of the following:
   - Click the reject comments icon to ignore the comment. Optionally, enter a reason for ignoring the comment in the pop-up window, and click Submit.
   - Click the accept reviewer comments icon to accept the comment. Optionally, enter your feedback in the pop-up window, and click Submit.

     Note: *After you accept or reject a comment, the corresponding icon is displayed for the comment in the review application, along with any comments.*

   - Click the Reply To Reviewers Comments icon to request clarification on the comment.

End reviews

In the Windows > Comments panel, click the End Review icon.

Chapter 14: Publishing Projects

After you create a project, you publish your project so others can view it. Adobe Captivate contains many publishing options, and you can publish the project in many formats.

Change the default location of published files

The Adobe Captivate projects are published to the \\Documents and Settings\<user name>\My Documents\My Adobe Captivate Projects folder (on Windows) or /Users/<username>/Documents/My Adobe Captivate Projects folder (on Mac OS) if you have not made any changes to the settings when publishing the project. You can change this default location in the Preferences dialog box.

1. In Adobe Captivate, select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Preferences dialog box, select General Settings from the Global menu.
3. Click the Browse button corresponding to the Publish At field.
4. In the Browse For Folder dialog box, select the folder in which you want the Adobe Captivate projects to be published.

Set publishing preferences

1. Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Preferences dialog box, select Publish Settings from the Project menu.
3. Set the various options according to your requirements.

   Frames Per Second This option sets the number of Flash frames that appear per second. The default setting is 30 frames per second and is appropriate in most cases. For example, with the default setting, a caption that appears for 1 second requires 30 Flash frames. Dividing the number of frames in a project by 30 gives you the length of the project in seconds. You may need to change the rate if you are embedding your Adobe Captivate SWF file in another SWF file that has a frame rate other than 30.

   Publish Adobe Acrobat Connect Pro Metadata Adds information to your Adobe Captivate project file (SWF) that makes it easier to integrate the project into Adobe Acrobat Connect Pro. The embedded data links the Adobe Captivate CPTX file to the SWF file when you publish the project to Connect Server and makes it easier for the Adobe Captivate output file to be found during searches done in Adobe Acrobat Connect Pro.

   For more information see "Adobe Connect" on page 244.

   Note: *Selecting this option increases the size of the project. If you will not use the project with Adobe Acrobat Connect Pro, you can clear the option and decrease the size of the finished project file (SWF). However, if there is the possibility that the output file (SWF) may be used in Adobe Acrobat Connect Pro, it is a good idea to select the Publish Adobe Acrobat Connect Pro Metadata option.*

   Include Mouse Includes any recorded mouse movement in the project.

   Include Audio Includes any audio files that have been added to the project.

   Publish Audio as Mono Converts stereo sounds to mono.

Play Tap Audio For Recorded Typing This option plays tapping sounds in the final project to represent recorded keystrokes. (For example, if you recorded an e-mail message being sent, you most likely typed an address to which the e-mail should be sent. The sound of the keys being pressed to enter the address was recorded, and using this option, a tapping sound can be played for each of the keystrokes.)

Enable Accessibility Enable this option to make your project accessible to visually impaired users. The text in your project is read aloud when users accept the help of a screen reader when viewing the project. In addition, any other accessibility options that you have configured in the project are also enabled.

Externalize Resources When you publish a project as a SWF file, a single SWF file is produced. To reduce the size of the SWF file, you can choose to externalize some of its objects (skin, widgets, FMR SWF file, and animations). After publishing, the externalized resources reside outside the SWF file, and are referenced by it.

Publish projects as SWF files

Publish a SWF file

Note: *To run projects that you have published using Flash, you must have the same or later version of Flash Player.*

You can publish Adobe Captivate projects as SWF files in one of the following formats:

- Flash 9 or Flash 10
- Flash Lite 4.0

After publishing your project as a SWF file, you can use these SWF files independently or include them in web pages.

1 In an open project, select File > Publish.

2 In the Publish dialog box, select Flash (SWF), and configure the following options:

Project Title Enter the desired name without the filename extension (.swf).

Folder Enter the full path for the folder in which to save the file or click Browse to locate the folder. A folder is created with the same name as the title, and all published files are moved inside it. If you do not want to create a separate folder and want to place the published SWF file in the same folder as the source file, clear the option Publish Files To A Folder.

For example, if you have chosen to publish your project variables.swf to the desktop, a folder named variables is created on the desktop, and the files are published into this folder. When this option is not chosen, all the published files are published directly to the desktop.

Zip Files Creates a ZIP file containing the Flash content (SWF file) and other associated files such as the HTML file required to display the SWF file, and a JavaScript for loading the SWF file into the HTML file. When you have enabled AICC/SCORM, other supporting files are created. This option is especially useful when you want to create a single file for uploading to a learning management system (LMS). For more information, see "Create an LMS-ready file in Adobe Captivate" on page 241.

Full Screen Opens the file in full screen mode. (You can't apply this option if you select AICC or SCORM options for the project.)

Note: *If you select the full screen option, Adobe Captivate generates two HTML files to accommodate the Windows XP Service Pack 2 release. Use both HTML files with the SWF file so that when you publish your project users won't receive a Service Pack 2 warning message. You should link to the HTML file with "fs" added, for example, "myproject_fs.htm." The HTML file with "fs" automatically links to the second HTML file, which, in turn, plays your project.*

Generate Autorun For CD Runs the output file automatically when the CD is inserted into the computer.

Export HTML Creates a standard JavaScript file that helps embed the SWF file into the generated HTML file.

Export PDF The generated SWF file is inserted into a PDF file and published. This option is useful to share content over email or any other means where the learner doesn't have access to the content through the Flash Player in a browser.

Note: *You must have Adobe Acrobat® or Adobe Reader® version 9.0 or later installed on your computer to view the output.*

Flash Player Version Adobe Captivate generates the SWF file in the Flash version that you choose.

The Project Information area displays useful statistics about the project including the size (resolution), number of slides, audio information, e-learning details, accessibility compliance, and the playback control assigned to the project. To change any of the options listed in this area, click the blue text.

To change preferences, click Preferences.

Reduce the size of a SWF file

You can reduce the size of the published Flash (SWF) file during the publishing process. However, the quality of the published file is compromised.

1. In an open project, select File > Publish.
2. In the left panel, select Flash (SWF).
3. In Flash (SWF) Size And Quality under Project Information in the right panel, click Custom.
4. In the Settings area, use the slider bar to customize the quality of the file and the file size. For more information, see "Change project size and quality" on page 191.

   Note: *The quality of the file increases as you move to the top of the slider, with a corresponding increase in file size.*
5. To use the changed setting whenever the file is published, click Retain Slide Quality Settings.
6. Click OK.

More Help topics

"Learning management system (LMS)" on page 240

"Set publishing preferences" on page 220

Publish projects as F4V files

You can publish your Adobe Captivate project as an F4V file. Open the published F4V file in any of the media players that support the F4V format.

Note: *All interactivity in your project is lost when you convert the project to an F4V file.*

1. Select File > Publish.
2. In the Publish dialog box, select Media, and configure the following options:

   Select Type From the menu, select F4V Video (*.f4v)

   Project Title Enter a name for the F4V file without adding the extension (.f4v).

Folder Enter the full path to the folder in which to save the file, or click Browse to locate the folder.

The Project Information area displays useful statistics about the project including the size (resolution), number of slides, audio information, e-learning details, accessibility compliance, and playback control assigned to the project. To change any of the options listed in this area, click the blue text.

To change preferences, click Preferences.

More Help topics

"Set publishing preferences" on page 220

Publish projects as executable files

You can create stand-alone, executable files of your Adobe Captivate projects. This publishing option enables you to create a Windows executable file (EXE) or MAC executable file (APP).

1 Select File > Publish.

2 In the Publish dialog box, select Media, and configure the following options:

Select Type From the menu, select Windows Executable (*.exe) or MAC Executable (*.app).

Project Title Enter a name for the executable file without adding the extension (.exe/.app).

Folder Enter the full path to the folder in which to save the file, or click Browse to locate the folder.

Custom Icon You can customize the icon that is displayed for the executable file. Click Browse (...) to add a custom icon for your file. Ensure that the icon file has a .ico extension (on Windows)/.icns (for Mac).

(Applies only for Windows) You can create a custom icon file using any software meant for that purpose. Ensure that the file you create contains seven images of the following dimensions:

- 256x256 32-bit color image
- 48x48 32-bit color image
- 48x48 8-bit color image
- 32x32 32-bit color image
- 32x32 8-bit color image
- 16x16 32-bit color image
- 16x16 8-bit color image

3 (Applies only to EXE) Select from the following output options:

Zip Files Creates a ZIP file containing the EXE file.

Full Screen Runs the executable file in full screen mode.

Note: *If you select AICC or SCORM options for the project, you can't apply the full screen publishing option.*

Generate Autorun For CD An autorun.inf file is generated in the publish directory. The file starts playing as soon as the CD is inserted into the computer.

Flash Player Version Adobe Captivate generates the SWF file in the Flash version that you choose.

The Project Information area displays useful statistics about the project including the size (resolution), number of slides, audio information, e-learning details, accessibility compliance, and playback control assigned to the project. To change any of the options listed in this area, click the blue text.

To change preferences, click Preferences.

Publish projects to the web using FTP

You can publish your Adobe Captivate projects directly to a website through FTP.

1 In an open project, select File > Publish.

2 In the Publish dialog box, select FTP and set the following options.

Project Title Enter the desired name.

Server Select the name of the server that hosts the FTP site on which you want to publish your project. To add an FTP server to the list, click the browse (<<+>>) button, and add or delete servers using the options in the FTP Servers dialog box.

Note: *You will not have to create a separate FTP server list for every project because Adobe Captivate saves changes made to the FTP list automatically. These changes are also captured when you import and export preferences.*

Directory Enter the specific directory on the server to which to upload the files.

User name Enter a user name with permissions to publish files to the server.

Password Enter a valid password for the user name.

Port Enter the correct port number to which you should upload your files. (Port number 21 is commonly used.)

3 Select a file type.

SWF File Select this option to create a Flash SWF file to FTP.

Project Files Select this option to create Adobe Captivate project files (CPTX) to FTP. This is useful if you want to share the project with someone who needs to open and edit the project.

4 (Optional) Click Test Settings to test the settings you entered for the server. You will receive either a confirmation message stating that the connection succeeded or an error message explaining why the connection cannot be made.

5 Select from the following output options:

Zip Files Creates a ZIP file. (A program like WinZip can be used to open the files.)

Full Screen Opens the file in full screen mode.

Export HTML Creates a standard JavaScript file that helps embed the SWF file into the HTML file.

Flash Player Version Adobe Captivate generates the SWF file in the Flash version that you choose.

6 The Project Information area displays useful statistics about the project including the size (resolution), number of slides, audio information, e-learning details, accessibility compliance, and the playback control assigned to the project. To change any of the options listed in this area, click the blue text.

To change preferences, click Preferences.

7 Click Publish.

You are notified when the process is complete.

Note: *After the files are uploaded, you can view the project from your web browser by entering the web address http://www.yourwebaddress.com/filename.htm where www.yourwebaddress.com is the URL and filename.htm is the filename you entered in step 2.*

More Help topics

"Learning management system (LMS)" on page 240

"Set publishing preferences" on page 220

Publish projects as MP4 files (5.5)

Adobe Captivate lets you publish your projects as MP4 files by choosing any of the following presets:

- Smart devices, such as, Apple iPad and iPhone.
- YouTube formats, such as, YouTube Widescreen HD, and YouTube Widescreen SD.
- Any custom settings.

Note: *F4V publishing is replaced with MP4 publishing in Adobe Captivate 5.5 and later.*

When you select a smart device or a YouTube format, Adobe Captivate automatically sets the optimum video settings for the chosen option.

If you have used a device or a YouTube preset while creating the project, an appropriate option is displayed automatically in the Publish dialog box.

1. Click File > Publish, and click Media.
2. In the Select Type list, click MP4 Video (*.mp4).
3. Specify a title for the project.
4. Specify a folder in which the project must be published. By default, the project is published in the folder specified in the project preferences.
5. Click one of the options in the Select Preset list.

   Adobe Captivate automatically sets the video settings based on the option you select. If necessary, you can customize the settings by selecting the Customize Video Settings check box. For the description of the settings, see "Video settings" on page 225.

   Note: *It is recommended that you retain the default settings for optimized outputs.*
6. Click Publish.

After publishing a project as an MP4 file, you can do the following:

- Upload it to the device stores or to YouTube.
- Distribute the file to your users as a stand-alone video over email or host it on your web server.
- Stream or embed the MP4 file using Flash.

Video settings

Profile The profile of the H.264 encoder/decoder.

- **Baseline** For mobile and video conferencing applications

- **Main** For standard-definition digital TV broadcasts
- **High** For applications and devices dealing with high definition

The higher the profile, the higher is the complexity involved to encode or decode.

Level The degree of the required decoder for the selected profile. The higher the level, higher is the degree of complexity associated with the decoder.

Bitrate Encoding The type of bit rate you want to use.

- **CBR** Constant Bit Rate. For every second of the video, the number of bits used is constant and is equal to the Target Bit Rate.
- **VBR, 1 Pass** Variable Bit Rate. Some frames require higher bits than others. If you select this option, the encoder decides how many bits to use in such cases. So, the actual bit rate of the video is between the target and maximum bit rate.

Target Bitrate Number of bits per second to be used by the encoder.

Max Bitrate The maximum bit rate to be used by the encoder. This option available only when you choose variable bit rate.

After specifying the video settings, click Test Settings to verify whether the custom settings are valid.

Some best practices while customizing the video settings:

- The higher the profile or level, the greater is the chance of reducing the file size.
- Constant bit rate provides a file with lower size compared to variable bit rate.

  When you specify a variable bitrate, the encoder decides when to use more bits to maintain good quality. The file size increases when more bits are used. You may encounter issues while streaming such files as more number of bits can be downloaded to show specific sections of a movie.

Upload projects to YouTube directly from Adobe Captivate

1. Click File > Publish to YouTube.

   Adobe Captivate converts your project to an MP4 file at the back end. After the conversion is completed, the Adobe Captivate Video Publisher dialog box, and the YouTube Login window appears.
2. Specify your YouTube login credentials, and click Login.
3. In the Adobe Captivate Video Publisher dialog box, specify the title for the project, and type in a description.
4. In the Tags field, type the tags for the project to optimize your users' search for the project. Use commas or semicolons to separate multiple tags.

   Generally, the tags are the search terms that your users use to search for your project on YouTube. Some examples are the subject of your project, or the key terms in the project, or the title.
5. In the Category list, click a category to which your project belongs.
6. Click one of the following options:
   - Public: To make your project available for everyone who accesses YouTube.
   - Private: To make your project available to only specific set of users. After uploading the file, log on to YouTube, and provide permissions for such users. For more information, see this website.
7. Click View on YouTube to view the project on YouTube.

   Note: *YouTube may take a while to display the video.*

8 Click Tell a Friend to send an email to the required people. The default email application configured on your machine is loaded, and the URL of the project appears in the default text of the email.

Send projects using e-mail

You can send Adobe Captivate projects in a variety of formats through e-mail. You can choose to send an Adobe Captivate (CPTX) file, a Windows/Mac executable file, a SWF file (to bypass many firewall protection systems), or an XML file (XLIFF file).

1 In an open project, select File > Publish.

2 In the Publish dialog box, select E-Mail.

3 In Project Title, enter the desired filename.

4 In File type, select the type of file to create:

SWF File This option sends the necessary Flash project file to the selected mail recipient.

Project Files This option sends the Adobe Captivate project file to the selected mail recipient.

XML File This option sends the XML file as an attachment to the selected mail recipient.

Note: *Instead of publishing an Adobe Captivate project as an XML file, you can export the project content to the XML format and use the XML file to edit and localize to the required language. You can then import the localized XML file to the relevant Adobe Captivate project.*

5 Select Output Options.

Zip Files This option creates a ZIP file containing the SWF file.

Full Screen This option opens the SWF file in full screen mode.

If you select AICC or SCORM options for the project, the full screen publishing option cannot be applied.

If you select the full screen option, Adobe Captivate generates two HTML files to accommodate the Windows XP Service Pack 2 release.

Note: *Use both HTML files with the SWF file so that when you publish your project users won't receive a Service Pack 2 warning message. You should link to the HTML file with "fs" added, for example, "myproject_fs.htm." The HTML file with "fs" automatically links to the second HTML file, which, in turn, plays your project.*

Export HTML This option creates a standard JavaScript file that helps embed the SWF file into the HTML file.

Flash Player Version Adobe Captivate generates the SWF file in the Flash version that you choose.

6 The Project Information area displays useful statistics about the project including the size (resolution), number of slides, audio information, e-learning details, and the playback control assigned to the project. To change any of the options listed in this area, click the blue text.

To change preferences, click Preferences.

7 Click Publish.

Adobe Captivate builds the project and opens your default e-mail program.

8 Enter the desired e-mail address in the appropriate field and send the e-mail message.

More Help topics

"Set publishing preferences" on page 220

Get reports by e-mail

Get reports

You can receive the results of the assessment taken by the user through e-mail. The result is sent as a comma-separated value (CSV) file to the specified e-mail address. You can open the CSV file in Microsoft Excel to view the report.

Specify e-mail as the reporting option in the Preferences dialog box to enable reports to be sent by e-mail.

After setting your preferences, do the following:

- Publish the project using the SWF option.
- Post the published files to a web server.
- Send the URL to the users taking the test.

After the users complete the test, they must click the Send E-mail button. Adobe Captivate creates an e-mail message and sends it to your e-mail address.

Specify e-mail preferences

1. Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Preferences dialog box, select Reporting from the Quiz menu.
3. Select E-mail, and specify the e-mail address to which the reports are sent. The e-mail address is usually not disclosed to the user.
4. Specify whether the CSV content must be sent in the body of the e-mail, or as an attachment. The CSV content can be sent as an attachment only over Internet Explorer.

   Note: *The CSV content is sent as an attachment with the .att extension. Rename the file to a .csv extension and open it in Microsoft Excel.*
5. Click OK.

Collaboration with Acrobat.com

You can upload Adobe Captivate project files to Acrobat.com and share with users and reviewers instead of sending the files by e-mail.

When you choose to upload or share a project, Adobe Captivate automatically publishes the file to a temporary location in one or all of the following formats:

- Adobe Captivate project published as SWF file
- Adobe Captivate project published with output option ZIP
- Adobe Captivate project published with output option PDF

Note: *If you choose only CPTX for upload/share, only that file is uploaded and automatic publishing does not occur.*

Uploading and sharing files

1. Select File > Collaborate.

2 Select either of the options:

- Upload files
- Upload and share files

Upload Files to Acrobat.com

1 If you have signed up for Acrobat.com, specify the username and password in the Publish to Acrobat.com dialog box.

If you are new to Acrobat.com or you lost your password, click the respective links to Acrobat.com website. Follow the instructions to register or retrieve your password.

2 After you submit the Acrobat.com credentials, click Sign In.

3 Specify a publish title and check the file types for upload. If files with the same publish title reside on Acrobat.com, you are prompted to overwrite. If you do not want to overwrite, but want to upload files, provide a unique publish title.

4 Click Upload.

Share Files on Acrobat.com

1 Follow step 1 to step 3 in the section Upload Files to Acrobat.com.

2 Click Next and then enter e-mail addresses of people you want to share the files with, e-mail subject, and message.

3 Set one of the following access levels:

Limited access: Only my specific recipients can access and download the file: The recipients must log in with their e-mail addresses to access the files. The e-mail addresses using which you shared the files and the e-mail addresses using which the recipients have signed up for Acrobat.com account must match.

Open access: Anyone who knows the URL can access and download the file: People who know the link can access and download the file without signing in to Acrobat.com.

Report to Acrobat.com or internal server

If you do not want to use a Learning Management System (LMS) for tracking the quiz scores, Adobe Captivate provides you with alternate reporting options. You can now choose Acrobat.com or an internal web server as your reporting servers.

After the user submits the quiz result, Adobe Captivate Quiz Results Analyzer, an AIR-based desktop application, lets you analyze the assessment report in online and offline modes.

Reporting workflow

1 You create a quiz and set either Acrobat.com or Internal Server as the reporting server preference.

2 User completes the quiz, and submits the result to the reporting server.

3 You access the report from the server, view, generate, and publish using Adobe Captivate Quiz Results Analyzer.

4 You save the report locally so that it can be analyzed in offline mode.

After you set the reporting preference, the process happens in the background and usually requires no user intervention.

Setting the reporting preferences

1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac).

2 Select Reporting from the Quiz menu in the Preferences dialog box.

3 Check Enable reporting for this project.

4 Select Acrobat.com or Internal Server and then click Configure.

5 In the Alternate Reporting dialog box, provide the server settings:

- **For Acrobat.com:** If you have signed up, specify the username and password.

  If you are new to Acrobat.com or if you lost your password, click the respective links which take you to Acrobat.com website where you can register or retrieve your password.

- **For Internal Server:** Specify the path to the web server as provided in the following example:

  http:\\<*ip address*>\internalServerReporting.php

  The internal server can be a web server of your preference.

  internalServerReporting.php is the sample PHP that is available in the Adobe Captivate installation folder. You can either use it or create your own server-side file, for example a PHP or ASP to write files to the server. Ensure that the server allows writing to files.

6 Enter the details of the institution that conducts the assessment, department, and course.

Submitting the results

1 After the users complete the quiz, they reach the results slide and then click Post Result.

2 At prompt, the users specify the names and e-mail addresses, and then click Send.

Note: *Then name and e-mail address are not verified.*

3 Depending on the reporting preference that the author has set, the results are sent to Acrobat.com or internal server.

Viewing the results

Use Adobe Captivate Quiz Results Analyzer for viewing and downloading the results.

Though the user submits the quiz result to Acrobat.com, you cannot directly view the results. If you are using an internal web server, manually retrieve the report. Adobe Captivate Quiz Results Analyzer lets you overcome these constrains.

Adobe Captivate Quiz Results Analyzer and Offline reporting

Adobe Captivate Quiz Results Analyzer is an AIR-based desktop application that allows you to analyze quiz results that are posted on Acrobat.com or internal server.

Use this tool to:

- View results and generate reports
- Save results to a local folder so that they can be viewed in offline mode
- Customize your reports to display or hide the report columns
- Print reports

- Generate dynamic charts that visually present the results as line charts and bar charts making results easy to compare. You can also export the reports as CSV.

Note: *To use Adobe Captivate Quiz Results Analyzer, you do not require Adobe Captivate installed on your machine.*

Installing Adobe Captivate Quiz Results Analyzer

Download the Quiz Results Analyzer.air from Adobe website (www.adobe.com/go/cp5_quizanalyzer) or run it from the location where Adobe Captivate is installed.

Ensure that you have AIR installed because Adobe Captivate Quiz Results Analyzer requires the AIR platform to run.

You can download AIR from: http://get.adobe.com/air/.

Using the Adobe Captivate Quiz Results Analyzer

Launch the Analyzer and specify the source. The source can be *Acrobat.com*, *Internal server*, or (if you have downloaded the results) *From this computer*.

The internal server option appears only if you have added the servers in the preferences of the AIR application. To do this, click Options > Preferences and then click Add.

Note: *On the internal server, the results are stored in the folder CaptivateResults-<internalservername>.*

To download the results to the local computer, click the Download To Disk icon. The results are stored in the folder CaptivateResults-<*yourAdobeAcrobatID*>.

Chapter 15: Using Adobe Captivate with Other Applications

You can integrate Adobe Captivate with other applications such as the following:

- Adobe Flash
- RoboHelp
- Microsoft Power Point
- Learning Management Systems (LMSs), such as Questionmark Perception.

Microsoft PowerPoint

You can import and edit Microsoft PowerPoint presentations in Adobe Captivate. Imported slides can be edited in a Microsoft PowerPoint environment from within Adobe Captivate. You can choose to link to the source PowerPoint presentation to keep it in sync with the Adobe Captivate project.

When a PowerPoint presentation is linked to an Adobe Captivate project, Adobe Captivate creates a reference to the source presentation. When the linked presentation is opened in Adobe Captivate for editing, the source presentation is loaded into Adobe Captivate. Because the source presentation is referenced, and not embedded into the project, linking to presentations does not affect the file size of the Adobe Captivate project.

When you import a presentation into Adobe Captivate without linking to it, the entire source presentation is embedded into the project. Editing an embedded presentation does not affect its source file. However, embedding increases the file size of the Adobe Captivate project. You can embed the presentation when the location of the Microsoft PowerPoint presentation is not fixed. Embedding is also useful when the Adobe Captivate project must be opened on a computer that doesn't have access to the Microsoft PowerPoint presentation.

Adobe Captivate supports PowerPoint presentations with the extensions .ppt, .pps, .pptx, and .ppsx. You can import PPT and PPS slides even if you do not have PowerPoint installed on your computer. However, you can't edit them after import. To import PPTX and PPSX slides, you must have Microsoft PowerPoint installed on your system. Adobe Captivate converts PPTX files to PPT files during import. The information loss that occurs during such conversion is documented on the Microsoft website http://office.microsoft.com/en-us/powerpoint/HA101023491033.aspx.

Some of the actions in Microsoft PowerPoint are not supported in Adobe Captivate. Custom animations applied to SmartArt graphics in PowerPoint 2007 are not supported in Adobe Captivate.

Note: *Best practice is to install PowerPoint using the default options.*

Scenario	PowerPoint version required
Import PPT file	Need not install Microsoft PowerPoint if you are importing slides from a PPT file.
Import PPTX file	(For Windows) Microsoft PowerPoint 2007 or Microsoft PowerPoint 2003 with Office Service Pack 3 (or later) and Office compatibility pack. (For Mac) Microsoft PowerPoint 2008 or Microsoft PowerPoint 2004 with Office 2004 update (11.5 or later) and Open XML converter (compatibility pack for Office 2008)
Edit PPT file	(For Windows) Microsoft PowerPoint 2003 or Microsoft PowerPoint 2007 (For Mac) Microsoft PowerPoint 2004 or Microsoft PowerPoint 2008
Edit PPTX file	(For Windows) Microsoft PowerPoint 2003 with Office Service Pack 3 (or newer) and Office Compatibility Pack (both available as freeware on the Microsoft website) or MicrosoftPowerPoint 2007 (For Mac) Microsoft PowerPoint 2008 or Microsoft PowerPoint 2004 with Office 2004 update (11.5 or later) and Open XML converter (compatibility pack for Office 2008)

Open, edit, and save the PowerPoint file in Microsoft PowerPoint before importing it into Adobe Captivate. Performing this procedure ensures that the PowerPoint version installed on your computer is stable.

PowerPoint tips

Follow these guidelines when you work with Adobe Captivate and PowerPoint:

- Avoid parallel edits. For example, suppose you edit a linked PowerPoint file within Adobe Captivate and the source file in Microsoft PowerPoint simultaneously. In such cases, the results are unpredictable.
- Avoid editing PPTX and PPSX files with older Microsoft PowerPoint versions. If you want to edit an embedded PPTX of PPSX file outside of Adobe Captivate, export the file from the resource Library and then edit the file. The edited file can then be updated in Adobe Captivate.
- If you have installed any interactive PowerPoint plug-ins, ensure that you launch Microsoft PowerPoint before you open the presentation in Adobe Captivate for editing.
- Avoid linking to PowerPoint files over the network on a shared network drive. The results are unpredictable if you lose connectivity while working with the shared file.

Import PowerPoint presentations into Adobe Captivate

1. In an open project, Select File > Import > PowerPoint Slides.
2. Navigate to and select the PowerPoint presentation file format that you want to import.
3. Click Open.
4. Decide where to place the imported PowerPoint slides in the Adobe Captivate project. Add the slides to the end of the project, or click a slide in the list and add the PowerPoint slides after that slide.

5 Click OK.

6 In the Convert PowerPoint Presentations dialog box, do the following:

   a Select the PowerPoint slides to convert to Adobe Captivate project slides.

   b Set navigation preferences for the selected slides.

   c If you want to link to the PowerPoint presentation, select Linked. If you want to embed the PowerPoint presentation, deselect Linked.

7 Click OK.

   The PowerPoint slides are imported into the Adobe Captivate project and they appear in the designated location. If necessary, you can change the order of the slides.

Narration in a PowerPoint presentation slide is imported as a sound object and appears as a separate object on the Timeline. Even in the linked mode, changes made to the audio file in Adobe Captivate after import are not reflected in the respective Microsoft PowerPoint presentation. Similarly, changes made to the audio file in Microsoft PowerPoint are not reflected in the Adobe Captivate project. Object sounds are retained in the SWF file that is created from slides containing such objects.

Slide labels and notes are imported only during the first import. Any subsequent changes to the labels and notes in PowerPoint are not reflected in Adobe Captivate.

Create Adobe Captivate projects from PowerPoint presentations

1 In an open project, Select File > New > Project From MS PowerPoint.

2 Navigate to and select the PowerPoint presentation file format that you want to import.

3 In the Convert PowerPoint Presentations dialog box, do the following:

   a Enter the name of the project.

   b Select a size for the new Adobe Captivate project. The size displayed is the actual size of the slide in PowerPoint. Best practice is not to change the size.

   c Select the PowerPoint slides to convert to Adobe Captivate project slides.

   d Set navigation preferences for the selected slides.

   e If you want to link to the PowerPoint presentation, select Linked. If you want to embed the PowerPoint presentation, deselect Linked.

4 Click OK.

Insert Adobe Captivate projects into PowerPoint presentations

You can insert Adobe Captivate projects into Microsoft PowerPoint presentations in a few simple steps. Publish an Adobe Captivate project as a SWF file. Then open a PowerPoint presentation and insert the published SWF file into a slide.

Note: *For information on inserting Adobe Captivate projects into Microsoft PowerPoint 2007, see the topic on PowerPoint 2007 on the Microsoft website.*

1 Create and edit the project in Adobe Captivate.

2 Publish the project as a SWF file.

3 Note the location of the saved SWF file.

4 Open the PowerPoint presentation to which you want to add the Adobe Captivate project.

5 In the Developer menu, select More Controls from the Control Toolbox.

6 Select More Controls.

7 From the list of objects, select Shockwave Flash Object.

8 Drag diagonally to create a box for the project.

You can resize the box in which the project appears. Return to the slide that contains the project in PowerPoint, and drag the resizing handles.

9 Right-click (Windows) or Control-click (Mac OS) the box and select Properties.

10 In the Properties dialog box, click once on the top line, Custom.

11 Click once on the Ellipsis button.

The Property Pages dialog box appears.

12 In Movie URL, enter the location of the SWF file to add. Type the full path, including the filename (for example, C\:My Documents\MyFile.swf) or URL to the SWF file that you want to play.

13 Click OK.

14 In the PowerPoint Properties dialog box (opened in step 9), set the following properties:

- Set the Playing property to True to play the file automatically when the slide is displayed. If the SWF file has a Start/Rewind control built in to it, you can set the Playing property to False.
- If you don't want the animation to play repeatedly, set the Loop property to False. (Click the cell to display a down arrow; then click the arrow and select False.)
- Set Embed Movie to True to ensure that the Adobe Captivate project is always included with the PowerPoint presentation.

15 When you finish setting options, close the Properties dialog box.

16 Test the project.

Edit imported PowerPoint slides within Adobe Captivate

You can edit an individual slide or the entire set of slides imported from a PowerPoint presentation within Adobe Captivate without launching PowerPoint. If you want to edit only a few slides, edit each slide individually. It is faster than editing the entire presentation.

Note: *Single-slide edit mode is not supported on Mac.*

When you send an Adobe Captivate project with linked slides for editing, send the PowerPoint presentation along with the project. Sometimes the recipient has to relink the presentation before editing it.

1 Import the PowerPoint presentation into your project.

2 Open the slides and then navigate to a slide imported from PowerPoint.

3 Right-click (Windows) or Control-click (Mac OS) the slide generated from Microsoft PowerPoint, select Edit with Microsoft PowerPoint and then select one of the following options:

Edit Slide Edit the selected slide

Edit Presentation Edit the entire presentation.

Find Presentation In Library Locate the presentation in the library. When you select this option, the presentation is highlighted in the library.

Export Animation Convert the selected slide to a SWF file. After conversion, Adobe Captivate prompts you to save the SWF file.

4 When you select Edit Slide or Edit Presentation, the PowerPoint editing environment opens within the Adobe Captivate window (if you are using Adobe Captivate on Windows. You can edit the slides in Microsoft PowerPoint.

If you are using Adobe Captivate on Mac OS, see "Using Adobe Captivate with Microsoft PowerPoint on Mac OS" on page 237.

5 After you complete editing, click Save PPT.

6 The Adobe Captivate editing environment appears.

7 Save the project.

Update PowerPoint presentation changes made outside Adobe Captivate

Updating is necessary when the PowerPoint file is linked and the changes are made directly in Microsoft PowerPoint.

1 Open the Adobe Captivate project and then navigate to a slide that was imported from the PowerPoint presentation.

2 Right-click (Windows) or Control-click (Mac OS) the slide generated from Microsoft PowerPoint, and then select Edit with Microsoft PowerPoint > Find Presentation In Library. When you select this option, the PowerPoint presentation containing the slide is highlighted in the library.

3 Right-click (Windows) or Control-click (Mac OS) the presentation in the Presentation folder.

4 Select Update.

Note: *If the file in the Adobe Captivate library and the original Microsoft PowerPoint file are not in sync, the color of the dot in the status column in the library changes from green to orange . If you remove or relocate the source Microsoft PowerPoint file, then a question mark appears in the status column. Click to relink.*

Change link type after importing the presentation

1 Open the Adobe Captivate project and then navigate to a slide that was imported from the PowerPoint presentation.

2 Right-click (Windows) or Control-click (Mac OS) the slide generated from Microsoft PowerPoint, and then select Edit with Microsoft PowerPoint > Find Presentation in the Library. When you select this option, the PowerPoint presentation containing the slide is highlighted in the library.

3 In the Library panel, right-click (Windows) or Control-click (Mac OS) the presentation in the Presentation folder.

4 Do one of the following:

a Select Change To Linked if you have not linked to (embedded) the presentation during import. Specify a location for the linked file on your computer.

b Select Change To Embedded to embed the linked file into your project.

Change the link to the presentation after importing

When you send an Adobe Captivate project for editing, the recipient sometimes has to relink the presentation to the project.

1 Open the Adobe Captivate project and navigate to a slide that was imported from the PowerPoint presentation.

2 Right-click (Windows) or Control-click (Mac OS) the slide generated from Microsoft PowerPoint, and then select Edit with Microsoft PowerPoint > Find Presentation in the Library.

When you select this option, the PowerPoint presentation containing the slide is highlighted in the library.

3 Right-click (Windows) or Control-click (Mac OS) the presentation.

4 In the Property Inspector, click Update, select the new path, and then click OK.

Reduce file size of projects with embedded slides

You can import a presentation into an Adobe Captivate project without linking (embedded mode). The entire presentation is embedded into the Adobe Captivate project. Slides that are not selected during import are also imported into the Adobe Captivate project, but they are not visible in the project. When you choose to reduce the file size, Adobe Captivate deletes such slides permanently from the project. This process is irreversible.

1 Open the Adobe Captivate project and navigate to a slide that was imported from the PowerPoint presentation.

2 Right-click (Windows) or Control-click (Mac OS) the slide generated from Microsoft PowerPoint, and then select Edit with Microsoft PowerPoint > Find Presentation in the Library.

When you select this option, the PowerPoint presentation containing the slide is highlighted in the library.

3 In the Library panel, right-click (Windows) or Control-click (Mac OS) the presentation in the Presentation folder.

4 Select Compact.

Note: *The Compact option is disabled for linked presentations.*

Using Adobe Captivate with Microsoft PowerPoint on Mac OS

The following list describes the changes in behavior when you use Adobe Captivate with Microsoft PowerPoint on Mac OS:

- When you select to edit a presentation (added as Adobe Captivate project), the presentation opens in Microsoft PowerPoint and not in Adobe Captivate. On Microsoft Windows, you can edit the presentation from within Adobe Captivate.

  When you edit the presentation in Microsoft PowerPoint, you can continue to work in Adobe Captivate.

  Note: *Do not edit the presentation when Adobe Captivate updates the project, else the changes are lost. Let Adobe Captivate update the project and then modify the presentation.*

- You cannot edit and compact PPSX files on Mac with Microsoft PowerPoint 2004 installation (even if you have installed the converter pack).

Microsoft Word

If you have Microsoft® Word® installed on the same computer as Adobe Captivate, you can publish Adobe Captivate projects in Microsoft Word. Your output can be published in various formats: handout, lesson, step-by-step, and storyboard.

Publish projects as handouts

You can publish Adobe Captivate projects as handouts in Microsoft Word format. An Adobe Captivate project is published into a Word document showing all the slides as they would appear with the options you choose.

1 Open an Adobe Captivate project.

2 Select File > Publish.

3 In the Publish dialog box, select Print.

4 In Project Title, enter the desired name without the filename extension (.doc).

5 In Folder, enter the full path for the folder in which to save the file or click Browse to locate the folder.

6 Select an Export range. The export range is made up of the slides that you want to export to Word. You can select all slides, the current slide, a selection, or a range of slides.

7 In Type, select Handouts.

8 Select from the following Handout Layout options:

Use tables in the output Specify the number of slides printed on each page.

Slides per page Specify the number of slides printed on each page of the Word document. A small thumbnail image to the right shows a preview of the page layout selected.

Caption Text Print the text of captions underneath the slides on which they appear.

Add blank line for notes Print blank lines with each slide of your project in the Word document. The lines appear under the slide if you select Use Tables in the output. If you deselect that option, the blank lines appear to the right of the slide.

Slide notes Include slide notes in your Word document. (Users who view your project don't see these notes.)

Include hidden slides Include slides marked as hidden. (Hidden slides do not appear when the project is viewed.)

Include mouse path Include mouse paths that appear on slides.

Include objects and questions Include captions, images, click boxes, highlight boxes, and other objects on slides.

Include question pool slides Includes question slides from the question pool.

9 When you finish, click Publish.

Microsoft Word opens with the new project document. Modify the file as desired and save it.

Note: *The DOC file is created using a Microsoft Word template named AdobeCaptivate.dot. This template contains a header with the date and a footer with page numbers. If you want to change or remove the information in the header or footer, you can edit the DOT file by opening it in Word. When you install Adobe Captivate, the AdobeCaptivate.dot template is automatically placed in the program folder: \\Program Files\Adobe\Adobe Captivate 5\Gallery\PrintOutput (on Windows) or /Applications/Adobe Captivate 5/Gallery/PrintOutput (on Mac OS).*

More Help topics

"Edit project preferences" on page 190

Publish projects as lessons

You can publish Adobe Captivate projects as lessons in Microsoft Word format. An Adobe Captivate project is published in a Word document as a lesson, complete with your questions and an answer key.

1 In an open project, select File > Publish.

2 In the Publish dialog box, select Print.

3 In Project Title, enter the desired name without the filename extension (.doc).

4 In Folder, enter the full path for the folder in which to save the file or click Browse to locate the folder.

5 Select an export range. The export range is made up of the slides that you want to export to Word. You can select all slides, only the current slide, only the current selection, or a range of slides.

6 In Type, select Lesson.

7 Select from the following Template options:

Header text Enter text that you want to appear in the header of the project.

Footer text Enter text that you want to appear in the footer of the project.

Include hidden slides Select this option if you want hidden slides to appear in the published project.

Include quiz question slides Select this option if you want to include quiz question slides in the published project.

Include question pool slides Select this option if you want the published project to include question slides from the question pool.

8 When you finish, click Publish.

Microsoft Word opens with the new project document. Modify the file as desired and save it.

Note: *The Lesson, Storyboard, and Step By Step templates are stored in the Gallery (C:\Program Files\Adobe\Adobe Captivate 5\Gallery\PrintOutPut (on Windows) or /Applications/Adobe Captivate 5/Gallery/PrintOutput (on Mac OS)). When Adobe Captivate is first launched, these templates are copied to the user profile (for example, C:\Documents and Settings\<User>\My Documents\My Adobe Captivate Projects\Templates\PrintOutput).*

Publish projects as step-by-step guides

You can publish Adobe Captivate projects as a step-by-step guide in Microsoft Word format. An Adobe Captivate project is published in a Word document that lists a summary of the steps taken in the project. For example, if the project teaches a user how to navigate to a website, the step-by-step guide lists the steps taken to get there. The step-by-step guide does not include images of the project slides, but does include images of objects (buttons, links, and so on).

1 Open an Adobe Captivate project.

2 Select File > Publish.

3 In the Publish dialog box, select Print.

4 In Project Title, enter the desired name without the filename extension (.doc).

5 In Folder, enter the full path for the folder in which to save the file or click Browse to locate the folder.

6 Select an export range. The export range is made up of the slides that you want to export to Word. You can select all slides, only the current slide, only the current selection, or a range of slides.

7 In Type, select Step By Step.

8 Select from the following Template options:

Header text Enter text that you want to appear in the header of the project.

Footer text Enter text that you want to appear in the footer of the project.

Include hidden slides Select this option if you want hidden slides to appear in the published project.

9 When you finish, click Publish.

Microsoft Word opens with the new project document. Modify the file as desired and save it.

Note: *The Lesson, Storyboard, and Step By Step templates are stored in the Gallery (C:\Program Files\Adobe\Adobe Captivate 4\Gallery\PrintOutPut on Windows or /Applications/Adobe Captivate 5/Gallery/PrintOutput on Mac OS). When Adobe Captivate is first launched, these templates are copied to the user profile (for example, C:\Documents and Settings\<User>\My Documents\My Adobe Captivate Projects\Templates\PrintOutput).*

Publish projects as storyboards

You can publish Adobe Captivate projects as storyboards in Microsoft Word format. The project is published as a Word document that includes a summary of project properties and a detailed view of each slide. Project properties include the number of slides used, score setting details, length of the slides, and so on. The detailed view of each slide has a summary of slide properties.

If the project has a quiz and you choose Storyboard output, the answers are shown next to the question. There is no answer key.

1. Open an Adobe Captivate project.
2. Select File > Publish.
3. In the Publish dialog box, select Print.
4. In Project Title, enter the desired name without the filename extension (.doc).
5. In Folder, enter the full path for the folder in which to save the file or click Browse to locate the folder.
6. Select an export range. The export range is made up of the slides that you want to export to Word. You can select all slides, only the current slide, only the current selection, or a range of slides.
7. In Type, select Storyboard.
8. Select from the following Template options:

   Header text Enter text that you want to appear in the header of the project.

   Footer text Enter text that you want to appear in the footer of the project.

   Include hidden slides Select this option if you want the published project to include hidden slides.

   Include quiz question slides Select this option if you want the published project to include quiz question slides.

   Include question pool slides Select this option if you want the project to include question slides from the question pool.
9. When you are done, click Publish.

   Microsoft Word opens with the new project document. Modify the file as desired and save it.

   Note: *The Lesson, Storyboard, and Step By Step templates are stored in the Gallery (C:\Program Files\Adobe\Adobe Captivate 5\Gallery\PrintOutPut on Windows or /Applications/Adobe Captivate 5/Gallery/PrintOutput on Mac OS). When Adobe Captivate is first launched, these templates are copied to the user profile (for example, C:\Documents and Settings\<User>\My Documents\My Adobe Captivate Projects\Templates\PrintOutput).*

Learning management system (LMS)

You can use a learning management system (LMS) to distribute a computer-based tutorial created using Adobe Captivate over the Internet. A learning management system is used to provide, track, and manage web-based training.

The project that you upload to the LMS must be compliant with the SCORM/AICC standards. When you publish a project after setting the required SCORM/AICC options, Adobe Captivate creates the necessary files required for compliance to these standards. You can directly upload the published package to an LMS.

The following workflow is usually used for creating an LMS-ready package using Adobe Captivate and uploading it to an LMS:

1 Create an Adobe Captivate project with at least one slide containing an interactive object, and for which reporting has been enabled.

2 Set the SCORM/AICC options using the Preferences dialog box.

3 Publish the project as a SWF file after enabling the Export HTML option. Best practice is also to select compression in a ZIP file. This way, you can upload the package as a single file to the LMS.

4 Do one of the following:

- Upload the published project files or the ZIP file directly to the LMS.
- Publish the Adobe Captivate project and upload it to an HTTP location (your content server). Then, upload the URL of the HTM file to LMS.

SCORM (Shareable Content Object Reference Model) is a set of specifications used to produce reusable e-learning objects. It defines communication between a client (such as Adobe Captivate) and a host (usually an LMS). SCORM is distributed by Advanced Distributed Learning, an organization under the US Department of Defense.

AICC (Aviation Industry CBT [Computer-Based Training] Committee) standards define how content for e-learning is developed, delivered, and evaluated.

Create an LMS-ready file in Adobe Captivate

To create an LMS-ready file in Adobe Captivate, do the following:

- Enable reporting for the project in the SCORM/AICC format using the Preferences dialog box.
- Publish the Adobe Captivate project using the Flash (SWF) option.

When you enable reporting for the project by setting the SCORM options, Adobe Captivate creates the following files when the project is published:

Manifest File This file is used to import the Adobe Captivate project into the LMS. The manifest file, imsmanifest.xml, contains the metadata of the project and its course structure.

HTML File Launches the Adobe Captivate project from the LMS.

JavaScript File Acts as a link between the SWF file and the LMS. Adobe Captivate sends tracking data to the LMS using the JavaScript APIs.

SWF File The contents of the published project are stored in the SWF file.

Other supporting Files (.xsd Files) Contain other information required by the LMS.

SCORM_support Folder The files in this folder ensure compliance to the SCORM standards during run time.

When you enable reporting for the project using the AICC option, the information required by AICC is stored in the SWF file itself. The JavaScript that is generated for AICC is the standard JavaScript that is published for an Adobe Captivate project.

1 In an open project, select Quiz > Quiz Preferences.

2 In the Project Preferences dialog box, select Reporting from the Quiz menu.

3 Select Enable Reporting For This Project.

4 Select Standard.

5 Select SCORM from the menu.

6 Click Manifest.

7 Set the SCORM version by clicking the pop-up menu and selecting 1.2 or 2004.

8 In the Course area, set the following manifest options:

SCORM Version The runtime files (HTML, SWF files) that are generated after publishing are the same irrespective of the version that you select. However, the packaging files generated during publishing depend on the specified version number. Packaging files are the files that Adobe Captivate generates in addition to the runtime files. Packaging files help import the Adobe Captivate project into an LMS.

Identifier (Required field) The identifier used by the LMS to identify different manifests. A default identifier based on the name of your Adobe Captivate project is automatically added to this field. You can change the identifier at any time by selecting the text and typing in new text.

Title (Required field) The title of your project that is displayed to the user viewing the project using an LMS. A default title based on the name of your Adobe Captivate project is automatically added to this field. You can change the title at any time by selecting the text and typing in new text.

Description (Required field) The text that the LMS displays to describe your project. A default description based on the name of your Adobe Captivate project is automatically added to this field. You can edit the description at any time.

Version (Required field) The version specifies a number that can be used to differentiate manifests with the same identifier. For example, if you are uploading the same project after modifying it, use a different version number.

Duration (Optional field) Specify the approximate time it takes to work with this particular Adobe Captivate project.

Subject (Optional field) Select this option to write a short description of the Adobe Captivate project using keywords or phrases. For example, if the project is about animals, you can specify the subject as zoology.

9 In the SCO area, you can set the following manifest options:

Identifier (Required field) The LMS uses the identifier to identify different shareable content objects (SCOs). In the Adobe Captivate context, SCO refers to the Adobe Captivate project. A default identifier based on the name of your Adobe Captivate project is automatically added to this field. You can change the identifier at any time by selecting the text and typing in new text.

Note: *A course can contain more than one project. Each project is treated as a distinct SCO. However, Adobe Captivate does not support more than one project in a course.*

Title (Required field) A default title based on the name of your Adobe Captivate project is automatically added to this field. You can change the title at any time by selecting the text and typing in new text.

Mastery Score (Optional field) The passing score for the project. The score is a number from 0 through 100. This field is enabled for projects containing score-reporting objects, such as quiz slides, text entry boxes, click boxes, or buttons.

Time Allowed (Optional field) The maximum time allowed to complete the project.

Time Limit Action (Optional field) The action taken when the maximum time allowed to complete the project has been exceeded. Use the options to define the action that takes place if the user exceeds the specified time:

- **Exit With Message** The project closes after displaying a message to users that they have exceeded the time limit for the project.
- **Exit Without Message** The project closes without displaying any message to the user.
- **Continue With Message** The project continues to play after displaying a message to the user.

- **Continue Without Message** The project continues to play without informing the user of the extended time.

Launch Data (Optional field) The initialization data that the SCO expects from the LMS. Because a SWF file cannot be modified based on the initialization data, this option can be left blank for Adobe Captivate projects.

10 Select a template from the Template list. A template decides when the report parameters that you choose are to be sent to LMS.

Default Sends reports to LMS each time a user interacts with the course. For example, in case of a quiz, reports are sent each time when users click the Submit botton.

Note: *The default template can make reporting sluggish as Adobe Captivate interacts with LMS for every single interaction. To overcome this issue, choose the StartTrackingDataAtEnd template.*

Custom Helps you customize the Default template. The Custom template is a copy of the Default template that is made readily available for your use. After you select Custom, edit the custom template at as necessary.

StartTrackingDataAtEnd Sends reports to LMS only when a user closes the course, either by clicking the close button in the playbar or by closing the browser.

11 Select the condition for the report status. The report status is sent after every user attempt to the LMS.

Complete/Incomplete The report status is sent as complete or incomplete depending on the options set in the Choose Report Data section.

Pass/Fail The report status is sent as pass or fail depending on the options set in the Choose Report Data section.

12 Select an option in Choose Report Data. The report status is set depending on the options you choose.

Adobe Acrobat Connect Pro The report is generated in the Adobe Acrobat Connect Pro format.

Quiz Results Only The status is sent as Fail/Incomplete after every user interaction until the user achieves the minimum score required to pass the exam. From then on, the status is reported as Pass/Complete to the LMS.

Quiz Results And Slide Views The status is sent as Pass/Complete only after the user has achieved the minimum score and has viewed the prescribed number of slides.

User Access Only The status is sent as Pass/Complete even if a single user interaction occurs.

Slide Views Only The status is sent as Pass/Complete only after the user has completed viewing the prescribed number of slides.

13 You can choose to send the score to the LMS in points or as a percentage. Choose the Percent option because of its better compliance with LMS.

14 You can choose to send information on the interaction and the final score or just the final score. The entire course of user interaction until the end of the project is tracked if you choose Interaction And Score.

15 Click LMS Customization Settings, and select options in the LMS Customization Settings dialog box:

Never Send Resume Data The project notifies the LMS when users resume a session after taking a break. Users see the page at which they left off earlier. If this option is enabled, users see the first page when they resume the project.

Escape Version and Session ID Converts the version and session ID to its URL encoded values.

Don't Escape Characters Supports the escape version and session ID option. Type the characters that should not be included in the escape version and session ID.

16 Click OK.

The manifest file is generated. To see the manifest file, publish your Adobe Captivate project and create a SWF file. If you used the default save location, you see the SWF file and imsmanifest.xml file in your My Documents\My Adobe Captivate 5 Projects folder (on Windows) /Users/<username>/Documents/My Adobe Captivate Projects folder (on Mac OS).

Note: *If necessary, you can create a package interchange file (PIF). The PIF packages the Adobe Captivate project output files and manifest file (with additional files if you are using the SCORM 2004 option).*

Publish the project for an LMS

After you set the SCORM/AICC options, you must publish the project as an SWF file.

When you choose to zip the published files, the entire set of published files is compressed into a single ZIP file. The ZIP file containing the manifest file is also called a PIF (Package Interchange File). SCORM guidelines recommend, but do not require, the use of a PIF for transporting content packages between systems. However, some LMSs require you to upload the project as a PIF. In any case, it is always simpler to upload a single file to the LMS rather than many files.

1. Open an Adobe Captivate project.
2. Select File > Publish.
3. On the left of the Publish dialog box, select Flash (SWF).
4. In Project Title, enter the name without the filename extension (.swf).
5. In the Folder text box, enter the full path to the folder in which to save the file or click Browse to locate the folder.
6. In Output Options, select Zip Files And Export HTML. This option packages the course into a PIF by creating a ZIP file containing the Flash (SWF) file and the HTML file.
7. Click Publish.

After publishing the project, upload the ZIP file to your LMS, and distribute the URL provided by the LMS to your users.

Adobe Connect

Use Adobe® Acrobat® Connect™ Pro to host online meetings, presentations, and training over the Internet. The integration between Acrobat Connect Pro and Adobe Captivate allows you to include interactive software simulations and demonstrations in Connect meetings.

The key integration features include the following:

Acrobat Connect Pro And Adobe® Connect™ Training Increase meeting and training effectiveness by adding Adobe Captivate demonstrations and interactive simulations. Presenters can use the Sync button to make their actions visible to all participants. If the presenter turns off the Sync option, participants can fully interact with the Adobe Captivate demonstration or simulation on their individual computers.

Deliver and publish with ease Deliver Adobe Captivate simulations and demonstrations through standard web browsers. Acrobat Connect Pro users can publish Adobe Captivate projects directly to Acrobat Connect Pro, making them accessible to others.

Use options for integrating Adobe Captivate and Acrobat Connect Pro In Adobe Captivate, you can select two options that help Adobe Captivate and Acrobat Connect Pro work together smoothly. The Include Adobe Acrobat Connect Metadata option adds Connect information to the Adobe Captivate project files. When this option is set, users can

search the Adobe Captivate project and its contents from Acrobat Connect Pro. You can also select Acrobat Connect Pro as your quiz reporting output option. Use this option in Acrobat Connect Pro to track how users work with quizzes and interactive objects in Adobe Captivate projects. You can also place the project into a ZIP file for easier uploading. With Acrobat Connect Pro integration, you can also update video files easily.

Using Acrobat Connect Pro for learning management

Adobe Connect lets you easily deliver elearning content through live vitual classrooms and self-paced courses, manage participants, and track learner progress. For more information on the Adobe Connect's learning management system integration solutions, see www.adobe.com/go/learn_adobeconnectlms_en.

You can leverage the learning management features of Adobe Connect for your Adobe Captivate projects. Do the following to upload an Adobe Captivate project to an Acrobat Connect Pro server:

- Specify Acrobat Connect Pro as the LMS in the Preferences dialog box.
- Publish the project to the Adobe Acrobat Connect Pro server.

Specify Adobe Acrobat Connect Pro as the LMS

1. Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Preferences dialog box, select Reporting from the Quiz menu.
3. Select Adobe Acrobat Connect Pro.
4. Click OK.

Publish project to Adobe Acrobat Connect Pro

Apart from the SWF file, you can choose to upload source files and any external FLV files to the server. You can also choose to upload the project as a single zip file.

1. Select File > Publish.
2. Select Adobe Acrobat Connect Pro.
3. Click Change Server to add the name and URL of the Acrobat Connect Server.
4. In the Adobe Acrobat Connect Pro Server dialog box, click Add.
5. Enter the name and URL of the Acrobat Connect Server to which you want to load the project.
6. In the Publish dialog box, select the options as required.

   Publish Project Files (*.cp) The source file is uploaded to the server.

   Zip Project File All the published files are uploaded to the server as a single zip file.

   Publish Video Files (*.flv) Publishes any video files that you have imported into the Adobe Captivate project.
7. Click Publish.
8. In the Adobe Acrobat Connect Pro window, enter your login credentials.
9. Click New Folder, and create a folder where you want to upload the project file. Alternatively, you can select any existing folder from the list.
10. Click Publish To This Folder.
11. In the Adobe Acrobat Connect Pro Server window, do the following:
    a. Enter a name for your project in the Title field.

b If you want to customize the URL for the project, enter a name in the Custom URL field. The URL prefix http://<servername>/ is added.

c Enter a description for your project.

d Select the language in which your project has been created.

e Click Finish.

After you have uploaded the content to Adobe Acrobat Connect Pro, you can make it a part of an existing course or a new course.

Add an Adobe Captivate demo to an Acrobat Connect Pro meeting

You can bring an Adobe Captivate project into an Acrobat Connect Pro meeting using two different methods:

- Publish the Adobe Captivate project directly to Acrobat Connect Pro. Add the project from the Connect Content library to an Adobe Acrobat Connect Pro meeting. (Adobe recommends using this option. Adding the Adobe Captivate project from the Content library ensures that all Adobe Captivate features work properly within Acrobat Connect Pro.)
- Publish the Adobe Captivate project to create a ZIP file stored on your computer and then add the ZIP file to an Acrobat Connect Pro meeting.

  Presenters can use the Sync button so that all participants can view their actions. As the presenter moves the mouse or interacts with the demonstration, all meeting participants see the actions on their computers. Presenters can also turn off the Sync option so participants can fully interact with the Adobe Captivate demonstration or simulation on their individual computers. Presenters can turn the Sync feature off and on as many times as necessary.

  Note: *The Sync button in Acrobat Connect Pro is not displayed if the Adobe Captivate project contains the _skin file.*

  If you want to include multiple files in an Acrobat Connect Pro, ensure that you do the following:

  1 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

  2 In the Category panel, expand Project, and select Publish Settings.

  3 Select Publish Adobe Connect Pro Metadata in the Project panel.

  4 Click OK.

  5 Select File > Publish.

  6 Select Flash (SWF).

  7 In Output Options, select ZIP Files.

  Upload the ZIP file to an Adobe Acrobat Connect Pro meeting.

Add an Adobe Captivate project from the Connect Content library to a meeting

1 In Adobe Captivate, create a project.

2 Publish the project to Acrobat Connect Pro.

3 Open an existing meeting or create a meeting.

4 Send the meeting URL to the people you want to invite.

5 Enter the meeting room.

6 Select Pods > Share > Select From Content Library.

7 Select the Adobe Captivate project, and click Open.

8 (Optional) Click the Sync button as necessary so participants either see actions taken by the presenter or they have control on their individual computers.

9 Click Stop Sharing to return to the Acrobat Connect Pro meeting room.

Add an Adobe Captivate project from your desktop to a meeting

1 In Adobe Captivate, create a project.

2 Publish the project to Flash to create a SWF file.

3 Note the location of the SWF file.

4 Log in to Acrobat Connect Pro.

5 Open an existing meeting or create a meeting.

6 Send the meeting URL to the people you want to invite.

7 Enter the meeting room.

8 Select Pods > Share > Select From My Computer.

9 Navigate to the Adobe Captivate SWF file, select the file, and click Open.

10 The upload message appears. When the SWF file has been uploaded, click the Play button on the Adobe Captivate playbar to start the project.

11 (Optional) Click the Sync button as necessary so participants either see actions taken by the presenter or they have control on their individual computers.

12 Click Stop Sharing to return to the Acrobat Connect Pro meeting room.

Add Acrobat Connect Pro tracking

You can track how users interact with an Adobe Captivate simulation added to an Adobe Acrobat Connect Pro meeting. To simplify tracking, specify Adobe Acrobat Connect Pro as the project output option. Access this option from the Quiz settings in the Preferences dialog box.

1 Open an Adobe Captivate project.

2 Select Quiz > Quiz Preferences.

3 From the Quiz menu, select Reporting.

4 Select Enable reporting for this project.

5 Select Adobe Acrobat Connect Pro.

6 Click OK.

Enable Acrobat Connect Pro search features

If you enable search, users can search for the Adobe Captivate project from Acrobat Connect Pro.

1 Open an Adobe Captivate project.

2 Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).

3 In the Category panel, expand Project and select Publish Settings.

4 Select Publish Adobe Acrobat Connect Pro Metadata.

5 Click OK.

Note: *The Include Adobe Connect Metadata option is selected by default. This option increases the size of the project. If you are not going to use the project with Acrobat Connect Pro, deselect this option.*

Questionmark Perception

You can import Adobe Captivate projects into Questionmark Perception. Questionmark Perception is third-party LMS software that is used for scheduling and managing tests. It also offers a higher level of security for the tests.

To import an Adobe Captivate project into Questionmark Perception, do the following:

- Specify Questionmark Perception preferences in the Preferences dialog box.
- Publish the project using the SWF option.

The published folder contains a QML file that you must import into Questionmark Perception.

Specify Questionmark Perception preferences

1. Select Edit > Preferences (Windows) or Adobe Captivate > Preferences (Mac OS).
2. In the Preferences dialog box, select Reporting from the Quiz menu.
3. Select Enable reporting for this project.
4. Select Questionmark Perception.
5. Select the other options as required, and click OK.

Publish the project for Questionmark Perception

1. Select File > Publish.
2. Select Flash (SWF).
3. Enter a name for the project.
4. Specify a location for the published files.
5. Deselect Zip Files.
6. Click OK.

Upload the project to Questionmark Perception

1. Copy the SWF file to the \authoring\resources\multimedia\ folder of your Perception authoring software installation.
2. Open Questionmark Manager.
3. Select File > Import > QML, and import the published QML file.

Adobe Flash

If you are a Flash developer, use Adobe Captivate to record a SWF file. Then use the features of Flash to edit the file. Adobe Captivate 5 supports Flash Professional CS5.

Export from Adobe Captivate to Flash

You can export a project from Adobe Captivate to Flash. You can enhance it or integrate it into a larger project.

Note: *You need not have Adobe Flash installed to perform this task.*

When you export an Adobe Captivate project into Adobe Flash, the project is imported directly to the Stage. The imported project contains layers for each type of object. Appropriate Flash methods are used to enable any Adobe Captivate special effects (for example, tweens to move the mouse pointer). The Flash Library panel shows all objects created for the Adobe Captivate project, organized logically into folders.

Import of the following slide elements are supported: highlight box, captions, animation, click box, text entry box, and rollover caption.

Most elements in your projects are converted so they look and operate the same in Flash as in Adobe Captivate, but here are a few exceptions:

- Question slides
- Imported mouse paths are linear, and not curved like in Adobe Captivate.
- Advanced compression
- Playback controller
- 508 compliance
- Drawing objects
- Interactive objects are not completely supported.
- Slide transitions (fade between slides)

1. In an open project, select File > Export > To Flash CS5.
2. In the Export To Flash Options dialog box, specify the location and select the elements to export. These options are self-explanatory, but note that Hints are a Flash feature, not an Adobe Captivate element that is imported into Flash. Hints are not included in the project SWF file.
3. Click Export. If you have installed Flash Professional CS5, the exported file opens in Flash Professional CS5.

Modifying Adobe Captivate projects in Flash

Use the Flash Library and movie clip objects to create reusable elements from the original project.

When you become familiar with the structure of the project in Flash, you can easily change your entire project or place Adobe Captivate elements in it. All the Adobe Captivate project elements are stored in the Flash Library and organized into folders. Navigate through these folders to select elements for editing.

The following layers are seen in the Timeline when you open an Adobe Captivate project in Flash.

Preloader This is the file that plays until the movie is downloaded to the user's computer. For example, you could have a GIF file that informs the player that the movie is being downloaded until the download is complete.

Actions The global actions defined in a movie. You can define global variables and declarations using the Actions layer in the Timeline.

Slides Contains the imported slides in the order in which they appear in the movie.

When you double-click the slide, the Timeline in the next view contains objects corresponding to that slide. Use the Timeline to edit the various objects on the slide. Keep double-clicking an object to edit its different parts. The Timeline changes to reflect the various parts of the object.

Navigating through projects in Flash

Remember these points when you navigate:

- In the Library panel, a folder named Adobe Captivate Objects contains all slides and objects in the project. (You can ignore the objects listed with the prefix "xrd"; these objects are images and sounds that are used in other objects.) To edit your project, double-click a library item and edit it. The "xrd" files are shown in a folder in the library.
- Another way to navigate is to double-click elements on the Stage (in Flash). For example, to edit a movie, double-click the movie on the Stage. To navigate to an element on a slide, click in the Timeline. Position the playhead to show an object on the slide (such as a caption or highlight box). Then double-click the object to edit it. This method has the advantage of showing each element and object in the context in which it is used.
- Unlike Adobe Captivate, Flash does not show all objects at one time; Flash uses the Timeline to represent when different objects are shown. Click in the Timeline or drag the playhead to preview the project.
- The Library panel organizes your project and all of the elements it contains, such as slides, captions, and sounds, into a hierarchy of folders.

Record application in Adobe Flash

You can now record applications in all Adobe Captivate recording modes from within the Adobe Flash workspace (without launching Adobe Captivate). For infomation on recording, see "Recording Projects" on page 31.

1. In Adobe Flash Professional CS5, select Command > Record Application.
2. Click the recording icon and then start recording.

Note: *This feature is available only in Adobe Captivate that is installed as a part of Adobe eLearning Suite.*

Adobe Flash round-tripping

You can instantly update the SWF files in Adobe Captivate by editing the source FLA files in Adobe Flash. You can launch Adobe Flash from within Adobe Captivate.

Note: *This feature is available only in Adobe Captivate that is installed as a part of Adobe eLearning Suite.*

Using Adobe Flash to edit animation objects and widgets

1. Right-click (Windows) or Control-click (Mac OS) the animation or the widget and then select Edit With Flash. The FLA file that is associated with the SWF file is opened for editing in Adobe Flash.
2. Edit the FLA file, generate a SWF file output, and then save the file in the same location where the original SWF file was saved. Also, use the same name for the new SWF file.

All instances of the SWF file used in the Adobe Captivate project get automatically updated.

You can also open Adobe Flash manually and edit the FLA file associated with the SWF file. However, you can manually synchronize the files by selecting Update in the right-click menu. at the corner of the object or widget indicates that the SWF file is not synchronized with its source. indicates that the SWF file is up-to-date and indicates that the SWF file is not available.

Replacing animation SWF files

Do one of the following in the Properties panel:

- Click the hyperlinked SWF file, browse to the location where the replacement SWF file is located, and click Open.

- Click Swap. In the Select Animation From the Library dialog box, select the replacement SWF file in the project's library. Using this dialog box, you can also import SWF files saved in other locations and then select the file to replace the current one.

RoboHelp

To add an Adobe Captivate project to a RoboHelp project, create the Adobe Captivate project, add it to the RoboHelp project, and select among several display options. Adobe Captivate 5 is supported by RoboHelp 8.0.3.

Add an Adobe Captivate project to a RoboHelp HTML online Help system

1. Create an Adobe Captivate project.
2. Publish the project as a Flash SWF file. Select the Export HTML option during the export process and note the folder location where the SWF file is stored.
3. In RoboHelp, open the Help project to which you want to add the Adobe Captivate project.
4. In the Project Manager, double-click the Project Files folder.
5. From the File menu, select Import > HTML/XHTML File.
6. Navigate to the HTML file of your Adobe Captivate project (created in step 2) and select it.
7. Click Open.

   The HTML file and the FLA file (SWF file) are imported into your RoboHelp project. The SWF file is added to the Project Files folder, and a new topic (with the title of the project) is created.

   Note: *The HTML file (with the title of the project) that is added to your RoboHelp project is important. If you delete the topic, the related SWF file is also deleted from the project. You can, however, leave the topic in your Help project as a "hidden" topic. Hidden topics can't be linked to and don't appear in the table of contents. Their index markers don't appear in the index.*

Determining how the Adobe Captivate project appears

After you add the FLA file (SWF file) to your RoboHelp project, specify how to display the project. You can place an Adobe Captivate project in a new RoboHelp topic and then link to that topic from any other topic in Help.

Display the project within an existing topic

1. In RoboHelp, open the topic you want to use to start the project.
2. Click in the topic. From the Insert menu, select Adobe Captivate Demo.
3. Browse to the location of your Adobe Captivate file, select it, and click OK.
4. Preview the topic to see what the project looks like, or generate and view your Help system to see how the project looks.

Display the project in a window or panel

1. In RoboHelp, create a topic.
2. Add the Adobe Captivate project to the topic. From the Insert menu, select Adobe Captivate Demo.
3. Browse to the location of your Adobe Captivate file, select it, and click OK.

4 Save the topic.

5 Open the topic you want to use to start the project.

6 Select the text or image to use as a hypertext link. From the Insert menu, select Hyperlink/Popup.

7 In the Select Destination (File or URL) list, select the topic containing the Adobe Captivate project.

8 In Hyperlink Properties, specify how to display the project:

Display In Auto-Sizing Pop-Up Displays the project in a window that adjusts to accommodate the height and width of the project.

Display In Custom-Sized Pop-Up Select a width and height by using the arrows or typing a number.

Display In Frame You have the choice of displaying in a new window or in the same slide as the link from the topic. From the pop-up menu next to Display In Frame, select either New Window or Same Slide. If you choose New Window, the project appears in the user's default browser. If you choose Same Slide, your topic replaces the topic the user is currently viewing.

9 Click OK.

10 Preview the topic to see what the project looks like, or generate Help.

Note: *You can edit the SWF file you have inserted into RoboHelp only if you have the associated Adobe Captivate project saved on your computer.*

Chapter 16: Troubleshooting

Consider these troubleshooting tips for some common questions and scenarios.

Animation timing

If you notice when previewing a project that an animation file you added as an object is displayed for a longer or shorter period of time than the duration of the animation file, you can synchronize the animation with the Adobe Captivate Timeline to give you greater control over the timing.

1 Select the animation.

2 In the Property Inspector (Window > Properties), select Synchronize With Project in the Timing area.

Note: *If the animation file was originally recorded with an audio track, you may find that the audio track is choppy after selecting the Synchronize With Project option. The best solution is to separate the animation file and audio so they can be used as two distinct objects in the project.*

Application distortion when recording

Note: *Applies only if you are using Adobe Captivate on Microsoft Windows.*

Application distortion can occur with certain combinations of Microsoft Windows and video cards. The problem can be solved by setting the hardware acceleration on your computer to None. You can change this setting in the following location: Start Menu > Settings > Control Panel > Display > Settings > Advanced > Troubleshoot.

Note: *This issue occurs only when you use Adobe Captivate on Microsoft Windows.*

Important: *Turning off the hardware acceleration may turn off the display in some computers.*

Capturing while recording a web application

When you capture a web-based application or a website from a browser, sometimes the slide does not have the correct image.

Whenever you capture a screen, you must listen for the shutter sound. The shutter sound occurs when Adobe Captivate has successfully taken the screenshot. When you are capturing from a website or a web-based application and you have to click several links, you will hear the shutter sound on every click. After you click a link and a new page is loaded, wait for the page to load completely. After the page is fully loaded, you will hear the shutter sound of Adobe Captivate. In case you do not hear the shutter sound when the page is fully loaded, press the Print Screen key, which will take the screenshot manually. It is recommended that you use Internet Explorer as the browser when capturing a website or a web- based application. Following these simple guidelines will enable you to achieve the best results.

Capture of elevated applications in Windows Vista/Windows 7

You will have to set administrator permissions for the AdobeCaptivate.exe file to record or capture applications running in elevated or administrator mode.

To set administrator permissions for AdobeCaptivate.exe:

1 Locate AdobeCaptivate.exe in your installation directory. If you have not changed any settings during installation, you can locate this in the \\Program Files\Adobe\Adobe Captivate 5 folder.

2 Right-click the file, and select Run As Administrator. The User Account Control (UAC) dialog box appears.

3 Click Allow.

Choppy full motion recording

Note: *Applies only if you are using Adobe Captivate on Microsoft Windows.*

You can create a smoother full motion project, particularly better mouse movement, by disabling hardware acceleration. When hardware acceleration is enabled, it can use a great deal of system resources and result in "choppy" full motion recording. Disabling hardware acceleration results in better full motion recording quality.

To disable hardware acceleration, change this setting in the following location: Start Menu > Settings > Control Panel > Display > Settings > Advanced > Troubleshoot.

If you disable hardware acceleration, your computer screen will briefly flicker when you begin and end full motion recording. This screen flicker does not harm your computer and does not appear in the final project.

Correcting colors in slides

In general, color should appear correctly in Adobe Captivate projects. However, there are cases in which colors may appear inaccurately, such as when the color scheme varies radically between slides. So if Slide A uses color palette ABC, and Slide B uses color palette XYZ, and the two palettes are radically different, Slide B might resort to using palette ABC.

Most of these problems can be fixed by changing the video quality of the slide. Adobe Captivate provides four levels of video quality, even though only the Standard option is suggested for most uses.

To change video quality in a slide:

1 In an open project, double-click the slide containing the colors you want to correct.

2 From the Slide menu, select Video Quality and one of the video options:

Standard The default format for slides. Standard is the most efficient choice for the majority of screenshots because it uses 256 optimized colors. Standard slides also compress well, which results in smaller file sizes.

Optimized This option gives you the highest JPEG quality possible.

JPEG This option is best used when the slide contains a photograph. You can change the quality and compression ratio for JPEG images on the Project Preferences dialog box.

High Quality Compared to the Standard format of 256 colors, this format uses 16 million colors for the slides. This option should be used only if the Standard and Optimized options do not offer the correct color depth. The file size increases dramatically using this option.

Note: *Selecting the JPEG or High Quality format may increase the file size and the time it takes to download your project. You should use a format other than Standard only when necessary and appropriate.*

Adobe Captivate output

Adobe Captivate was built with low bandwidth in mind. A typical project with sound (some narration) and a modest screen size of 512 x 384 streams at approximately 2–3 kilobytes per second. Your viewers can play this project using a 56 Kbps (or slower) dial-up modem without waiting more than a few seconds for the project to start. Additionally, there are no pauses during playback.

A project that streams well might have the following characteristics:

- File size: 777 KB
- Length: 6 minutes, 12 seconds
- Audio: 286 KB
- Video: 491 KB
- Screen size: 608 x 460

Note: *File size depends on several factors. Larger files contain elements such as photos, images, sound tracks, large screen sizes, rapid screen transitions, and higher quality video and audio settings.*

There are a number of ways to improve the file size of Adobe Captivate output:

- One important factor is the kilobytes per second ratio. Check the bandwidth analysis to find this factor. Don't despair if your project is large; it is possible for a large project to stream well over the Internet. For example, a 400 KB file might seem large, but if it plays for 5 minutes, it streams easily over a 28.8 Kbps modem. The first slide in a project always has a longer kilobytes per second ratio, because it is the first slide to load and additional project information must load with it.
- Consider your color settings and the images included in your project. Two quick tips for reducing file size are to avoid color gradients and to avoid photo images.
- If you are not going to upload your SWF files to Adobe® Connect™ Enterprise, you can turn off the Include Adobe Connect Metadata option in the project preferences. This option is on by default, and it adds data to your project that allows for better integration with Adobe Acrobat Connect Professional. If you do not use Acrobat Connect Professional, turn this option off to reduce project size.

Video errors

Adobe Captivate output does not play if it is published over the network with Flash video (FLV) files in it.

Also, FLV files do not play when the Adobe Captivate project containing progressive FLV is published to a network share and viewed by clicking the View Output button. You can play the FLV file in the Adobe Captivate output by mapping the network drive in Microsoft Windows Explorer.

The FLV file must contain metadata for the video player to function correctly. FLV files created with Flash Communication Server 1.5.2, FLV Exporter version 1.2, and Sorenson Squeeze 4.0 automatically contain metadata. Sorenson Squeeze 4.0 is included with the Flash Video Kit.

FLV files will not play when an Adobe Captivate project is hosted on a Windows 2003 web server.

Text viewed in a browser

If text in a project is not displaying properly in a browser, the problem could be that a link is calling the Adobe Captivate project SWF file instead of the HTM file that corresponds to the SWF file. If you are adding your project to a web page, do not link directly to the SWF file. If you link directly to the SWF file, the browser does not know the size at which it should display the SWF file, so it simply shows the SWF file at the same size as the browser window. This can result in distortions, especially text distortion that causes text to become unreadable.

To display the SWF file in a browser properly, use the HTM file that can be generated with the SWF file. The HTM file contains code that tells the browser the correct size for the project.

When you publish your project as a SWF file, select the Export HTML option. The HTM file will be saved in the same location you specified for the SWF file. The HTM file will have the same name as the SWF file but will have the .htm extension.

If you have installed Adobe® Flash® Player 8 or later, previewing an Adobe Captivate project using a browser causes a security settings warning to be displayed. This is because of the security settings configured in Flash Player 8 or later.

Publishing projects

Adobe Captivate appears to stop responding for a few moments while publishing a project containing a large size full motion recording. When a large full motion recording is captured in an Adobe Captivate project, the preview and publish operations take a long time.

If you frequently want to preview the project that contains a large full motion recording, set the value of the Compress SWF File option to Off (disabled) in the Preferences tab of the Project Preferences dialog box. This will reduce the time taken to preview the output. After previewing the output, you can change the value of the Compress SWF File option to On (enabled), and then publish your project.

Quizzing errors

The user should not be able to navigate to the result slides without answering the quiz in the question slides.

When designing an Adobe Captivate project containing result slides, make sure that you do not allow the user to navigate or jump to the result slides directly without working through the question slides, or the slides containing interactive objects, and that you enable the Reporting option (set to On). It's important to design the project to help the user complete the quiz before navigating to the result slide.

JavaScript that does not appear

JavaScript does not appear while you preview Adobe Captivate output.

If the Execute JavaScript option is selected as action in the Project End options of the Project Preferences dialog box (Edit > Preferences > Project > Start and End (Windows) or Adobe Captivate > Preferences > Project > Start and End (Mac OS)), Adobe Captivate may not display an error message when the JavaScript is previewed. This is because the Show Borders option as set to On (enabled), by default. When this option is on, Adobe Captivate creates multiple SWF files—skin SWF files and content SWF files.

To preview JavaScript, set the value of the Show Borders option to Off (disable it) in the Borders tab of the Skin Editor.

The Skin Editor

The Skin Editor shows the skin preview of the first slide of the project. The preview contains the background color of the slide (if any) or the background image. You may experience performance issues when the skin preview shows the background image because every setting in the Skin Editor dialog box is applied to the preview immediately. To avoid this delay of preview update while editing a skin in the Skin Editor dialog box, you can insert a blank slide as the first slide. Then open the Skin Editor dialog box and define all your skin configurations like playbar controls, positions menu, and borders. After finalizing the skin configuration, you can hide the first slide (the blank slide inserted) and open the Skin Editor dialog box again to preview the final changes. The skin preview will always show the first project slide that is not hidden.

Uninstalling Adobe Captivate

It is relatively simple to uninstall Adobe Captivate. When you uninstall Adobe Captivate, all of the files you have saved in your My Documents\My Adobe Captivate Projects folder are retained.

To uninstall Adobe Captivate on Windows:

1. Click Start > Control Panel.
2. Double-click Add Or Remove Programs.
3. Click the Install/Uninstall tab (if your version of Windows contains this tab).
4. From the list of programs you can remove, select Adobe Captivate x.x.
5. Click Add/Remove.
6. In the Uninstall Options screen, select Remove Preferences and click Uninstall.

   The uninstall program removes program files, folders, and registry entries. When the files are removed, the uninstall program indicates that the process is complete.
7. Click Done.

To uninstall Adobe Captivate on Mac:

1. Go to Applications\Adobe\Adobe Captivate 5.
2. Click Uninstall Adobe Captivate 5.
3. In the Uninstall Options screen, select Remove Preferences and click Uninstall.

The uninstall program removes program files, folders, and registry entries. When the files are removed, the uninstall program indicates that the process is complete.

4 Click Done.

Security warning with Flash Player 9 or later

A security warning appears when you launch an external file from a SWF file created in Adobe Captivate. The same security warning appears when you launch Flash Help created in either RoboHelp HTML or RoboHelp for Word. This is because Flash Player 9 (or later) includes the new Settings Manager, which allows you to manage global privacy settings, storage settings, security settings, and automatic notification settings.

To permanently change the settings:

1 Click Settings.

2 Select Edit Locations.

3 Select Add Location.

4 Under Trust This Location, enter the location of the folder that contains your published project.

5 Click Confirm.

Recording audio produces recording(Clip).wav file

The CLIP file appears when a single audio file is distributed over several slides.The CLIP file is generated under the following circumstances

- Recording narration for several slides / projects in continuous play mode
- Inserting audio on a slide and then distributing it over several slides.
- Inserting audio, retaining current slide timing, and distributing remaining audio over several slides.

To identify, which recording(Clip).wav is being used on which particular slide, use the Audio Management dialog (Audio > Audio management). The column “Display name” displays the audio file linked to the particular slide.

Recording Applications on Mac

Before you record applications on Mac, ensure that you set the following preference:

1 In the System Preferences, select Universal Access.

2 Select Enable Access for Assistive devices.

When you select File > Record new project and then select Application in Adobe Captivate on Mac, the menu lists the applications (for recording) only if you have this option selected.